

Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Planning Coordinator</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>February 13, 2019</u></p>	<p>Code</p> <hr/> <p>160</p>
--	--	-------------------------------------

<p>Decision Making</p> <p>Coordinates space and construction services according to assigned objectives. Develops space and construction plans, sets short and long term goals for projects. Resolves space allocation problems.</p>	<p>Degree</p> <hr/> <p>3.5</p>
--	---------------------------------------

<p>Education</p> <p>Grade 12. Architectural Technologies diploma (2565 hours).</p>	<p>Degree</p> <hr/> <p>5.0</p>
---	---------------------------------------

<p>Experience</p> <p>Twelve (12) months previous experience, including the formal work terms prior to graduation. Twelve (12) months on the job to become familiar with building designs, systems and specifications and department policies and procedures.</p>	<p>Degree</p> <hr/> <p>5.0</p>
---	---------------------------------------

<p>Independent Judgement</p> <p>Participates in the issuing and awarding of tenders following generally accepted practices. Work involves a choice of methods, procedures, analysis and troubleshooting when developing space and construction plans to suit end user's needs.</p>	<p>Degree</p> <hr/> <p>4.0</p>
---	---------------------------------------

<p>Working Relationships</p> <p>Provides technical explanation and/or instruction regarding building standards to staff and contractors. Secures cooperation of departments when planning projects and renovations. Has regular contact with suppliers, contractors and government agencies to deal with highly specialized and difficult problems.</p>	<p>Degree</p> <hr/> <p>4.0</p>
--	---------------------------------------

Job Title

Planning Coordinator

Code

160

<p>Impact of Action</p> <p>Inadequate planning and/or designing can result in substantial construction delays, increased expenditures and delays in related services.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Leadership and/or Supervision</p> <p>Assigns, checks and maintains the flow of work of contractors. Determines compliance by performing and assisting in on-site inspections.</p>	<p>Degree</p> <p><u>3.5</u></p>
<p>Physical Demands</p> <p>Occasional cumulative physical effort walking, moving furniture and equipment inspecting sites with regular periods of computer operation.</p>	<p>Degree</p> <p><u>1.5</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, preparing budgets, performing inspections, with frequent periods of preparing complicated reports.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Environment</p> <p>Occasional minor disagreeable conditions such as travel, interruptions, and multiple demands.</p>	<p>Degree</p> <p><u>2.0</u></p>