

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

---

JD #:	<b>JD00725</b>	Pay Grade:	<b>10</b>
JD Title:	<b>Coordinator, Design and Space Management</b>	JD FTE Hours:	<b>37.5</b>
Job Family:	<b>Construction</b>		

---

### General Description

Reporting to the Manager, Space Planning and Utilization, this position is responsible for applying engineering principles to draft, design, and modify drawings for the development of new facilities and systems. Provides expertise in regards to various codes and government regulations ensuring all work completed is in compliance with established standards. Also responsible for records keeping, archiving and retrieving all design documents for all facilities and supporting the space management process, facilitating space request forms, space inventory and maintaining the space utilization database.

### Representative Duties & Responsibilities

- Create, revise, and update miscellaneous drawings with AutoCAD and related software.
- Prepare, print, copy, scan, and distribute variously sized and formatted drawings and related documents.
- Review designs and resolve details which are not completely defined.
- Determine the optimal combination of all preliminary information and contributing data to develop the final design.
- Review work orders and requests to determine design requirements such as dimensions and tolerances.
- Review drawings to check for conformance with design concepts and compliance with specifications on contract documents.
- Confer with engineering and design staff to determine design modifications and ensure that all changes are documented and prepared in accordance with established procedures.
- Provide quality and accuracy checks on drawings and other technical materials.
- Provide analysis of systems and facilities that require design modification.
- Interpret design concepts and schematics provided by others.
- Provide training to others on the use of computer-aided design and file management software.
- Plan and coordinate multiple projects simultaneously with internal team members and external consultants to help develop schedules, cost analysis, and technical information for projects.
- Attend and facilitate design group meetings with consultants to review new building designs.
- Exchange technical information with colleagues and contractors.
- Maintain a file management system for drawings.
- Prepare a variety of reports such as space management reports, campus statistics reports and government reports.
- Report to, support, and assist the Manager, Space Planning and Utilization in the analysis of existing space, assessment of space requests, and the preparation of reports.
- Update and maintain the University's space management database.
- Provide technical information regarding buildings and campus lands.
- Meet with users to discuss renovation requirements of facilities.
- Visit building and campus sites to obtain site information prior to creating a new design.
- Update and maintain the department website which contains design drawings and specification documents.
- Remain current with frequent developments in design practices, drafting standards, and construction techniques.
- Maintain the Facilities archives, including sorting, assessing, filing, purging, and general organization of existing and new documents, both hard and digital versions.

## Supervision

- Ongoing responsibility for supervising up to 9 casual employees at any one time.

## Qualifications

- 3 year Community College diploma in Architectural Technology or related field of study.
- Requires 5 years of relevant experience.

## Effort

### Physical Effort:

- A typical work day occasionally requires low physical effort for activities such as:
  - Maintaining a file management system for drawings.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
  - Using computer-aided design software to prepare drawings and schematics.
  - Standing to make prints and view reference materials.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Maintaining a file management system for drawings.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
  - Reviewing drawings to check for conformance with design concepts and compliance with specifications on contract documents.
  - Confering with engineering and design staff to determine design modifications and ensuring that all changes are documented and prepared in accordance with established procedures.
  - Providing quality and accuracy checks on drawings and other technical materials.
  - Providing analysis of systems and facilities that require design modification.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
  - Reviewing designs and resolving details which are not completely defined.
  - Determining the optimal combination of all preliminary information and contributing data to develop the final design.

## Working Conditions

### Physical Environment:

- Occasionally exposed to unpleasant chemical odours while on site visits to labs.
- Occasionally required to work in uncomfortable or confined work spaces when completing field checks in rooms where furniture, boxes, and equipment present little space to work.
- Occasionally exposed to loud or irritating noises when completing field checks in mechanical rooms and encountering noise from machinery or equipment.

### Psychological Environment:

- Occasionally deals with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00725</b>	Pay Grade:	<b>10</b>
JD Title:	<b>Coordinator, Design and Space Management</b>	Total Points:	<b>606</b>
Job Family:	<b>Construction</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>5.0</b>	105
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.5</b>	17
	4. Interpersonal Skill	<b>3.5</b>	46
	5. Education and Experience	<b>D9</b>	76
	6. Dexterity and Coordination	<b>3.0</b>	21
<b>Effort</b>	7. Physical Effort	<b>3.0</b>	18
	8. Mental Effort	<b>5.0</b>	100
<b>Responsibility</b>	9. Planning and Coordination	<b>4.0</b>	64
	10. Responsibility for Others	<b>3.0</b>	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.0</b>	66
<b>Working Conditions</b>	12. Physical Environment	<b>2.0</b>	10
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5