

## Job Description

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<b>Job Title:</b>	Design Technologist, Architectural
<b>Department:</b>	Plant Operations
<b>Reports To:</b>	Director, Design & Construction Services
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	July 15, 2019

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### **Primary Purpose**

Reporting to the Director, Design & Construction Services within Plant Operations, the Design Technologist, Architectural is responsible for architectural design and drafting, collaboratively determining and meeting University client requirements for functional and cost effective design solutions for the University campus.

Responsibilities will align with the Plant Operations goal of contributing towards providing a safe and accessible, invitingly clean and comfortable, functionally-enriched and well-maintained campus environment through service excellence.

### **Key Accountabilities**

#### **Strategic Planning**

Assists with and supports the department's internal initiatives to develop design and construction standards, specifications, quality assurance and quality control protocols.

#### **Architectural Design and Project Coordination**

Provides architectural design and technical support in the analysis, design, and procurement of design solutions, renovations and retrofits to existing facilities. Contributes through the development and review of conceptual, schematic and detailed designs in the architectural discipline under senior architectural supervision, ensuring work is designed to meet applicable quality standards, codes, regulations, University and client requirements.

- Surveys existing site conditions, takes measurements and/or records existing information related to project requirements
- Prepares and maintains client approvals and project charters during all phases of design and construction
- Prepares concept sketches and preliminary estimates to maintain budget control and assist the client in validation of the project
- Coordinates directly with engineers and technologists as part of an integrated multidisciplinary project team at all stages, from concept design to final commissioning
- Prepares in a timely manner architectural drawings, specifications and all necessary contract documentation for requests for bids and contract award
- Prepares site instructions, contemplated change notices, change orders and reviews shop drawings during construction phase
- Follows internal procedures and policies for management of designated substances during design and construction
- Follows internal procedures and policies for procuring suppliers, consultants and contractors
- Coordinates with Plant Operations Maintenance Department to ensure designs are consistent with maintenance preferences

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- Maintains proficiency in the use of current versions of Computer Aided Design and Drafting (CADD) software used in the department
- Completes design and CADD drafting for projects where Owner is acting as consultant on internal projects
- Performs as Owner's representative when periodically meeting Contractors during bid periods, when resolving problems during construction and performing general conformance reviews
- Reviews shop drawings prepared/submitted by contractor to ensure compliance with University requirements, standards and the performance set out in the design and contract documents
- At the completion of a project, updates or coordinates the updating of relevant CADD record drawings for use in space plans, fire safety plans and 'you are here' plans
- Supports the continuous improvement of, and adherence to campus standards for design, fixtures, furnishings and equipment (FFE)
- Undertakes feasibility studies, analysis and reports as directed by senior staff
- Inputs time in Plant Operations electronic timesheet reporting system on a daily basis

### **Other**

- Performs other related duties and responsibilities as assigned and supports departmental initiatives

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Completion of a program in architecture, architectural technology, or construction engineering technology with courses in AutoCad and the Ontario Building Code (B.Arch, M.Arch, or CET)
- The incumbent will be a graduate of a recognized University or College, minimum three (3) year program

### **Experience**

- Minimum three (3) years architectural design experience in local building construction industry
- Experience within a major institutional sector such as K-12, post-secondary education, or healthcare will be considered an asset

### **Knowledge/Skills/Abilities**

- Must be familiar with applicable building codes and regulations including but not limited to: Ontario Fire Code (OFC) and Ontario Building Code (OBC)
- Demonstrated ability to apply working knowledge of applicable design codes and standards related to architectural design and construction
- Basic understanding of other building design disciplines' systems, enabling multi-discipline coordination
- Good understanding of drawing conventions and standards
- Ability to produce quality deliverables and to monitor project tasks
- Excellent communication and interpersonal skills, with a deep commitment to customer service
- Proven innovative approach to problem solving and conflict resolution
- Must be flexible and adaptable to changing requirements, responsive to project and client goals
- Intermediate proficiency utilizing the latest version of the following programs: AutoCAD, MS Word, MS Excel, MS Outlook
- Project Management Professional (PMP) designation may be considered an asset

### **Nature and Scope**

- **Contacts:** This position comes in contact with a wide variety of internal and external people at all levels of responsibility. Must maintain excellent relationships with all of these people. This requires excellent personal and communication skills.
- **Level of Responsibility:** Accountable to department Manager and/or Director, Design and Construction Services for successful implementation and completion of projects. The position has no direct supervision of others.
- **Decision-Making Authority:** Decisions made with guidance from senior staff.
- **Physical and Sensory Demands:** Minimal physical demands primarily operating within an office environment. Project site visits as required, wearing personal protective equipment.
- **Working Environment:** Team environment in an office based setting, and involving collaboration with all business and operating units within the department and across the University. Regular working hours, with some evening/weekend work required.