

## Job Description

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<b>Job Title:</b>	Facilities and Project Coordinator
<b>Department:</b>	School of Computer Science
<b>Reports To:</b>	Manager, Facilities and Projects
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	October 2021

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### **Primary Purpose**

The Facilities and Project Coordinator is accountable to the Manager, Facilities and Projects supporting the evolving facility, project, health and safety requirements of the David R. Cheriton School of Computer Science. The Facilities and Project Coordinator maintains the telecommunications, building keys and security control system and the management of space allocation including the space assignment of graduate students within the School of Computer Science. They work in close collaboration with the Graduate Studies office and Computer Science Computing Facilities (CSCF). The Facilities and Project Coordinator manages renovation details for office refreshes, surplus removal, maintenance requests and space utilization planning. Through coordination with the Dean of Math's Office, the Facilities and Project Coordinator is responsible for the management in the Health and Safety portfolio pertaining to coordination of fire wardens, health and safety training, and first aid for the School as well as assists with facility inspections. As a project coordinator, they will assist the Manager, Facilities and Projects in delivery of all assigned projects in the David R. Cheriton School of Computer Science.

### **Key Accountabilities**

#### **Facility Coordination**

The Facility and Project Coordinator works with the Manager, Facility and Projects to ensure the facilities and resources are used effectively and allocated equitably within the School of Computer Science for renovations, space and projects.

- Oversees and coordinates assigned office refreshes, requests for repairs and minor renovations within the School including planned and emergency maintenance through to completion
- Assists Manager, Facilities and Projects with evaluating and assessing space requirements for new initiatives and general space issues
- Organizes, collects and maintains accurate data on the use and allocation of student office and research lab space
- Monitors and reports on space vacancies, occupancy and the progress of projects including renovations and space
- Manages, in collaboration with Graduate Studies and CSCF, graduate student space allocation and resources
- Coordinates space assignment for visitors, postdoctoral fellows, sessional instructors and general use space
- Manages and requests furniture moves and surplus items within School
- Liaises with Plant Operations, Central Stores, Procurement and vendors for furniture moves and removal
- Coordinates purchases, delivery and installation of office furniture
- Works with client to assess needs and suggest suitable products

## Job Description



- Prepares office furniture and equipment proposals for purchase, enters electronic requisitions and inspects installations
- Follows University policies and procedures for the effective procurement of services, supplies and equipment

### **Key Control, Security and Telecommunications Management**

The Facility and Project Coordinator works with the Manager, Facilities and Projects and acts as the School's key controller with signing authority, ensuring appropriate authorization in issuing and ordering keys and FOBs. They oversee the coordination of security within the School and management of telecommunication services.

- Manages requests for various access keys and FOBS including building entrance keys to ensure security of space and ensures appropriate access to research labs to reduce risk and liability
- Responsible for maintenance of records and controls database for multiple key code locks and accurate records of security access card and fob users; new requests, extensions of expiry dates and/or required deactivation of fobs and their return
- In coordination with the Dean of Math's Office, obtains appropriate level of authorization and liaises with Plant Operations locksmiths for key code changes
- Reconciles reports on lost and expired keys to correspond with Key Control records and performs key audits in conjunction with Plant Operations
- Works with Manager, Facilities and Projects to update codes for electronic locks as required
- Liaises with IST, faculty, staff, students and visitors re: malfunctions of electronic locks/readers and/or changes to locks for access to controlled space
- Assists with the development of key and access control procedures
- Ensures that the building safety practice are followed and follows up on breaches in security
- Maintains knowledge of university key policies and procedures
- Oversees the telecommunications management for the School of Computer Science

### **Project Coordination**

The Facilities and Project Coordinator assists the Manager, Facilities and Projects with the planning, execution and monitoring of projects and project related activities to meet applicable standards, quality and stakeholder requirements.

- Supports the Manager, Facilities and Projects in the coordination of project outcomes
- Development of project progress on assigned elements of project work
- Coordinates meetings, drafts minutes and action items and ensures action items are completed
- Creates and executes project plans of assigned elements and revises over time to meet changing needs and requirements
- Provides support for planning, executing, monitoring and reporting of project related activities
- Monitors assigned elements of project schedules and timelines for a timely completion of objectives and results
- Identifies and reports risks associated with assigned projects elements that might jeopardize the success of the methods and/or outcomes
- Assists with the closing process for assigned projects ensuring all documentation is available for lessons learned and for the update of processes, tools and templates
- Collects information and/or ideas during meetings; asks appropriate questions to gather additional information, anticipate needs and makes recommendations
- Solicits and gathers information from other departments, stakeholders and shares with Manager, Facilities and Projects
- Assists with establishing project budgets and evaluation to ensure targets are met

## Job Description



- Assists with the RFP process and obtaining quotes and proposals from suppliers
- Assists the Events Coordinator in details, organizing and hosting events

### **Health and Safety Administration**

The Facility and Project Coordinator assists with the management of the Health and Safety Portfolio. The Facilities and Project addresses safety concerns from faculty, staff and students regarding the working environment and building common areas and works with the Manager, Facility and Projects to solve safety concerns. They manage within the portfolio fire wardens, health and safety training and first aid management.

- Conducts inspections of first aid equipment (first-aid kits) are completed and any adverse results are addressed.
- In coordination with the Dean of Math's Office, manages the recruitment and facilitation of the orientation sessions for staff who agree to serve as Fire Wardens.
- Conducts safety inspections with Manager, Facilities and Projects
- Identifies urgent matters of high importance and redirects issues as appropriate
- Manages and ensures new staff and faculty complete mandatory Health and Safety training and receive information on Health and Safety policies and procedures
- Assists with the emergency planning
- Maintains and updates the Fire Warden list and maps.
- Assists with the annual Health, Safety and Environment (HSE) Report.
- Provides and updates Health and Safety communication boards with messaging from Safety Office in high traffic staff areas in the Davis Centre.
- Oversees the facilitation of first aid certification for the School of Computer Science by monitoring the number of certified first aiders

*\*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**

- Post-secondary degree or diploma in a relevant field, or equivalent education and experience.

#### **Experience**

- Minimum 2-year experience in a related field
- Project management experience is an asset
- Experience working in a facilities management environment
- Experience dealing with numerous client inquiries, providing accurate and consistent advice
- Experience planning and coordinating diverse services in support of renovations and relocations

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

- Demonstrated ability to maintain and produce detailed project information in an accurate and timely manner
- Demonstrated ability to build and maintain respectful and productive professional relationships with stakeholders
- Core competences include: project management, attention to detail, analytical insight, creativity, flexibility, organizational, time management, collaborative and communications skills
- Demonstrated ability to exercise good judgment and make independent decisions

## Job Description



- Knowledge of University policies and procedures within facilities management
- Excellent organization and interpersonal skills required
- Clear communication and documentation essential
- Ability to develop and maintain excellent working relationships to create a positive and productive environment is critical

### Nature and Scope

- **Contacts:** Internally, this position interacts with Plant Operations, Safety Office, Accessibility Services, Central Stores, and numerous other service providers. Externally, this position interacts and coordinates with 3rd party service providers including vendors.
- **Level of Responsibility:** The incumbent is expected to work with little supervision under the guidance of the Manager, Facilities and Projects related to assigned tasks and those outlined above.
- **Decision-Making Authority:** This position is responsible for making recommendations to the Manager, Facilities and Projects with respect to decisions related to space planning, construction, utilization, assigned tasks and those outlined above.
- **Physical and Sensory Demands:** Physical conditions are typical of an office setting, with minimal exposure to disagreeable conditions. On occasion, may be exposed to stress and pressures as a result of dealing with time sensitive issues. Site inspection and other aspects of the position may involve significant amount of walking. May require light lifting.
- **Working Environment:** Regular working hours, with occasional evening and weekend work required.