

Job Description

Job Title:	Facilities Project Coordinator
Department:	Food Services
Reports To:	Financial Officer
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	October 2018

Primary Purpose

Providing support to all Capital Improvement initiatives, including meeting with clients, gathering and analyzing information, and managing projects throughout their entire lifecycle under the direction of the Financial Officer and Director, Food Services. Responsibilities include coordinating projects by estimating, scheduling, developing, and delivering project-related activities in a timely fashion by working closely with clients, designers, vendors, and other departments on campus.

Key Accountabilities

Administrative

- Supports the Operations team with the planning, execution and monitoring of projects and project related activities including, but not limited to, the development of robust business cases and charters to ensure that the project's scope, benefits, impacts, costs and timelines are fully described thereby resulting in effective and efficient implementation.
- Works in conjunction with the Plant Operations department on Food Service space and infrastructure related initiatives.
- Captures data for all key project documents, including but not limited to business cases, project charters, project minutes, change requests, status reports, milestones, achievements, benefits and risk analysis.
- Manage work and information flow between project participants and stakeholders.
- Coordinate meetings, draft minutes and action items and ensure action items are completed in a timely manner.

Furniture, Appliances and Equipment Renewal, Replacement and Standardization

- Maintains, develops, and communicates furniture, appliance and equipment standards and asset inventory.
- Coordinates purchases, delivery, and installation of all furniture, appliances and equipment as required.
- Prepares furniture, appliance and equipment proposals for purchase, enters electronic requisitions, inspects installations, and reviews final invoice.
- Works with Operations team to assess needs and suggest suitable products/solutions. Follows University policies and procedures for the effective procurement of services, supplies and equipment.

Information Gathering and Analysis

- Collects initial information and/or ideas from the Operations team; asks appropriate questions to gather additional information, anticipate needs, determines end-use of project; makes recommendations regarding quality and cost-effectiveness of output.
- Develop and design layout documents as required for architectural or construction building or fabrication.

Job Description

- Analyzes building condition system data to determine long-term solutions and strategies that support the overall renewal plans.
- Solicits and analyzes data from other departments and factors the findings into all project and renewal initiatives.
- Tracks space usage throughout department, informs stakeholders on space usage information, reviews and assesses space requests and needs; makes recommendations on best use of space available.
- Reviews space plans as per University standards.

Planning and Project Coordinating

- Coordinate internal process with department stakeholders to plan, recommend, and select Food Services functional improvement/alteration projects (i.e.) space renovations and new installations in collaboration with Plant Operations and/or third party partners.
- Liaise with Plant Operations and/or third party partners to facilitate the implementation of functional improvement/alteration projects by developing and communicating requirements and ensuring all project plans and implications are understood and managed within the department.
- Co-ordinate functional improvement/alterations projects in conjunction with planned capital infrastructure and renewal projects and around buildings' use with the least amount of disruption to residents.

Financial Responsibility

- Assists in establishing project budgets and evaluation to ensure targets are met.
- Assists with the RFP process and obtaining/assessing quotes and proposals from suppliers
- Assists in preparation of final project costs and expenses and analysis of variances

Required Qualifications

Education

- Completion of post-secondary diploma in architecture, engineering, project management or related field required.

Experience

- Minimum 2-year experience in related field.
- Experience in project management considered an asset.
- Experience working in a facilities management environment including understanding of facilities design codes as it relates to kitchen, food services and building design.
- Experience with procurement and managing contract providers considered an asset.

Knowledge/Skills/Abilities

- Ability to effectively apply project management tools and techniques; ability to work independently and as part of a team; excellent organizational and time management skills.
- Proficient computing skills, specifically with facility design software (i.e. AutoCAD), asset management software (i.e. Owlops), Microsoft Office applications are required.
- Knowledge of Archibus software in space planning and asset management, estimating software, project management software and asset management software is an asset
- Knowledge of design and construction practices related to architectural, structural, mechanical/electrical elements and other building systems.
- Ability to read and interpret architectural/mechanical/electrical drawings and specifications required.
- Knowledge of architectural technology, construction technology, facility management and commercial interior design.
- Working knowledge of, or ability to interpret occupational health and safety regulations, relevant codes (e.g., building, fire) is required.

**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.*

Nature and Scope

- **Contacts:** Communicates and liaises with campus partners, service providers, and staff.
- **Level of Responsibility:** Provides support to the Operations team, Financial Officer and Director, Food Services.
- **Decision-Making Authority:** Executing the various project-specific support tasks in consultation with the Director and Financial Officer. Must exercise sound judgment and take initiative in applying and interpreting a variety of procedures, policies, and practices.
- **Physical and Sensory Demands:** Primarily in an office setting that requires frequent use of a computer. Some infrequent duties require moderate physical demands resulting in slight fatigue, strain, or risk of injury.
- **Working Environment:** Regular working hours, some evening/weekend work required. Minimal exposure to disagreeable conditions. The role involves some exposure to stress as a result of pressures associated with handling multiple ongoing demands, time management, and priority setting. There may be unusual hours or schedules, multiple and /or tight deadlines beyond one's control and constant interruptions (i.e. phone calls, emails and unplanned but urgent requests) that are impacted by varying volumes at different times of year.