

Job Description

Job Title:	Infrastructure Project Coordinator
Department:	Office of the Dean of Science
Reports To:	Manager, Faculty of Science Infrastructure, Special Projects and Facilities
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	February 2018

Primary Purpose

Facilities, infrastructure and space planning are priority areas in the Faculty of Science Strategic Plan that require sound planning and execution. Support and guidance of Faculty-wide initiatives pertaining to space allocation and utilization, major infrastructure initiatives, asset management, risk assessment, short- and long-term space planning and the coordination of facilities in support of activities within the Faculty of Science. As well, research, analysis and participation in decision-making for any of the aforementioned undertakings and scrutiny for cost saving measures. Additionally, the planning, development and implementation of associated projects and directives.

Key Accountabilities

Space Assessment

- Supporting role with Faculty-wide space management; ensure efficient and effective space utilization, enhancement of space use, space management systems, assess and improve the operations and management practices of services, common resources and facilities.

Space Renewal

- Ancillary role with Faculty-wide space planning; short—and long—range planning, renovation and relocation proposals, approval of grant funded initiatives/contracted research undertakings that require a space commitment by the Faculty, space for new appointments, resolving barriers to effective allocation, etc. Analysis and resolution of space planning and related issues within the Faculty of Science.

Strategic Planning

- Infrastructure needs for the Faculty of Science; participate in evaluation and planning for infrastructure needs within the Faculty of Science. Help develop and implement solutions to current and future infrastructure needs and constraints. Focusing on revitalization/repurposing of existing spaces, facility renovations, planning and design of new spaces, energy conservation and new initiatives.

Risk and Asset Organization

- Risk management of Faculty resources; working jointly with Plant Operations, University Police and affected units to evaluate and implement an effectively secure and safe working environment. Anticipating potential set-back situations, providing preventative measures for securing facilities; examining measures for improvement of building security; implementing future prevention plans as required.

Required Qualifications

Education

- Bachelor's degree, Science or Engineering

Experience

- Familiarity with scientific infrastructure and operations. Experience with science-related research activity, workflows and goals. Coordinating or leading multifaceted projects.

Knowledge/Skills/Abilities

- Advanced ability with respect to Word, Excel, AutoCAD, databases and web interfaces. Strong collaboration and communication skills written and oral are required, including clarity, diplomacy and tact.

Nature and Scope

- **Contacts:** Ability to establish, maintain and foster cooperative and productive working relationships with diverse personnel to achieve consensus and progress. Communicates with faculty, staff, technical and research personnel, Department chairs, School Directors, as well as organizations external to Science; Plant Operations, Central Stores, UW Police and external contacts. Strong collaboration and communication skills written and oral are required, including clarity, diplomacy and tact.
- **Level of Responsibility:** The position will provide support and/or lead Faculty-wide initiatives for key decisions with regard to infrastructure, services/facilities, space planning and risk management. Self-initiated, detail-oriented and strategic thinking is required.
- **Decision-Making Authority:** Independent decision making from time-to-time. Most conclusions will require presentation to the Faculty Executive Officer, Dean of Science or Faculty Space Committee for approval of action plans.
- **Physical and Sensory Demands:** Attention to detail, demands from multiple projects need to be accommodated simultaneously, high-level of distraction from inquiries that are non-routine in nature due to projects scope and impact.
- **Working Environment:** Mostly office environment, however, incumbent will also need to work in various laboratory conditions typical to scientific research; chemical, biological and highly sensitive equipment. Awareness of research protocols and best practices.