

## Job Description

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<b>Job Title:</b>	Residence Facilities Project Coordinator
<b>Department:</b>	Housing and Residence
<b>Reports To:</b>	Manager, Facility Renewal and Planning
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	June 2019

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### **Primary Purpose**

The Residence Facilities Project Coordinator provides support to all Residence Facility Capital Improvement initiatives, including meeting with clients, gathering and analyzing information, and managing projects throughout their entire lifecycle under the direction of the Manager: Facility Renewal and Planning. The Residence Facilities Project Coordinator is responsible for 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**

#### **Administration**

- Supports the Residence Facilities 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 building and infrastructure related initiatives.
- Captures data for all key project documents, including but not limited to business cases, project charters, change requests, status reports, milestones, achievements, benefits and risk analysis.
- Manage work and information flow between project participants and stakeholders.
- Coordinates meetings, drafts minutes and action items and ensures action items are completed in a timely manner.

#### **Furniture, Appliances and Equipment Renewal, Replacement and Standardization**

- Maintains, develops, and communicates residence furniture, appliance and equipment standards and asset inventory.
- Coordinates purchases, delivery, and installation of all furniture, appliances and equipment in residence rooms, common spaces, administration offices, etc. as required.
- Prepares furniture, appliance and equipment budgets, enters electronic requisitions, inspects installations, and approves payment.
- Works with client to assess needs and suggest suitable products. Prepares furniture layouts / space plans as per residence and University standards. 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 client; asks appropriate questions to gather additional information, anticipate needs of the client, determines end-use of project; makes recommendations to client regarding quality and cost-effectiveness of output.
- Analyzes building condition system data to determine long term solutions and strategies that support the overall renewal plans.

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- Solicits and analyzes data from other Residence departments (Maintenance, Cleaning Services, Residence Life, etc.), 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; advises on best use of space available.

*\*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 diploma in architecture, engineering or related field required.

#### **Experience**

- 1+ years experience in a related field.
- Experience with project management, procurement, and managing contract providers is considered an asset.
- Experience working in a facilities management and/or student environment is 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 MS Office required.
- 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.
- Working knowledge of, or ability to interpret occupational health and safety regulations, relevant codes (e.g., building, fire) is required.
- Good written and oral communication skills.

### Nature and Scope

- **Contacts:** Position interacts regularly with campus partners, students, service providers, and staff.
- **Level of Responsibility:** This position is responsible for all of the accountabilities listed above. This position provides support to the Manager, Facility Renewal and Planning.
- **Decision-Making Authority:** This position is responsible and accountable for executing the various project-specific support tasks in consultation with the Manager, Facility Renewal and Planning. Demonstrated ability to exercise sound judgment and take initiative in applying and interpreting a variety of procedures, policies, and practices.
- **Physical and Sensory Demands:** The responsibilities of this role occur primarily in an office setting and require 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 student volumes at different times of year resulting from working within a student residential environment.