

Job Description

Job Title:	Facilities & Space Planning Specialist
Department:	Dean of Environment
Reports To:	Executive Officer
Jobs Reporting:	n/a
Salary Grade:	USG 8
Effective Date:	February 2020

Primary Purpose

Reporting to the Executive Officer, the Facilities & Space Planning Specialist is responsible for Faculty-wide initiatives pertaining to space allocation and utilization within the Faculty. This position supports the analyzing and planning of all space issues, inquiries, and assignments as they may arise. These include construction and renovation projects, efficient uses of space, planned and emergency maintenance, and forecasting of future needs. The incumbent works closely with the Faculty Health and Safety Coordinator to implement the Health, Safety and Environment Management Systems (HSEMS).

Key Accountabilities

Support to the Executive Officer and Dean including but not limited to:

- Evaluation, management and recommendations regarding requests for all space within the control of the Faculty;
- Assists with forecasting for space optimization including the utilization of graduate student data for allocation of space to research clusters within the Faculty;
- Assists senior management in assessing space requirements of new initiatives;
- Assists with the development of project scope and budget document, tracking and reporting;
- Compiles and maintains current lease agreements in support of space planning activities;
- Assists with financial forecasting for project proposals;
- Assists with the front office operations and projects as required.

Space Project Management including but not limited to:

- Managing logistical requirements related to space transitions, including any customization required by users of the space;
- Ensuring space transitions are handled efficiently, professionally and according to timelines established with clients and units affected by the move;
- Translation of space program requirements into alternative scale test fit AutoCAD drawings that establish the location of all furniture and amenities;
- Development and monitoring of work requests through to completion, including large scale relocations;
- Monitoring and reporting on the progress of each project including renovations, furniture modification and infrastructure changes;
- Monitor of financials of projects, including client approvals, tracking and reviewing invoices, receipts and budget expenditures for reporting compliance.

Space Planning Software

- Record and verify coding of all Faculty-controlled space on the campus space database (Archibus) for the purpose of reporting to the institution and Council of Ontario Universities;

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- Use of AutoCAD software drawing tool to develop the recommended layout of equipment and furnishings to suit the needs within resource constraints;
- Preparation of preliminary AutoCAD drawings for Plant Operations Design Services for the execution and completion of renovations.

Oversight of proper functioning of existing physical infrastructure with the Faculty;

- Assessment of infrastructure needs of the Faculty to determine what new infrastructure resources should be acquired and what existing infrastructure might be discontinued;
- Application and adherence to Policy #53 – Environmental Sustainability to ensure reasonable conformance;
- Negotiation of contracts for special features of the buildings not under the control of Plant Operations (i.e. Living Walls, green roof, gardens, constructed wetlands, etc);
- Provides leadership and coordination for operation of facilities within spaces leased by Faculty.
- Facilitates assembly and general repairs of furniture and office equipment.
- Serves as Dean's Office on-site A/V support, troubleshooting A/V equipment when there are technical questions or problems related to Dean's Office A/V equipment and identifying appropriate solutions.

Health and Safety Responsibilities including but not limited to

- Member of the Faculty Health and Safety Committee;
- Dean's Office Safety Coordinator including inspections of all Dean's Office controlled space;
- Application and adherence to uWaterloo's Policy #34 and Health, Safety and Environment Management Systems (HSEMS) to ensure conformance;
- Support the Faculty of Health & Safety Coordinator with annual and term inspections;
- Develop and maintain Health & Safety Risk Hazard Registry in conjunction with unit heads, researchers, and supervisors of staff.

Internal uW Stakeholder Relations and Communications

- Serves as first point of contact for Plant Operations, Central Stores, outside contractors and vendors on maintenance and lease agreements and other stakeholders;
- Communicates with all stakeholders on a pro-active and follow up basis to ensure that planned modifications are carried out in a timely, high-quality, and cost-efficient manner;
- Employs creative diplomacy and the ability to confront and manage disagreement.

**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 post-secondary diploma or degree or equivalent experience is required
- Facilities Management Professional (FMP) designation from the International Facility Management Association (IFMA) is highly desirable

Experience

- 5+ years space planning experience within a large and multi-building enterprise is required, preferably within an educational setting
- 5+ years building management and operations experience is required, including demonstrated experience with the following: building operations and maintenance, health and safety inspections & compliance, leasing, budgeting, infrastructure/installations, construction and fit out of leased spaces etc.

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- 5+ years managing multiple complex and large projects simultaneously while coordinating competing demands and priorities
- 5+ years success in leading change efforts with large groups
- Experience providing guidance and direction to support staff

Knowledge/Skills/Abilities

- Demonstrated ability to maintain large amounts of detailed project information in an accurate and timely manner
- Demonstrated ability to build and maintain respectful and productive business or professional relationships with various stakeholders
- Knowledge of furniture systems and layouts
- Proficiency with AutoCAD and other design tools
- Proficiency with Archibus (Space Planning and Management, Move Management)
- Advanced computer literacy especially Microsoft's productivity tools
- Demonstrated proficiency with web content management
- Ability to work independently and as part of a team; ability to take initiative and be proactive

Nature and Scope

- **Contacts:** Internally, interacts with Dean, Executive Officer and senior leadership team, Faculty Health & Safety Coordinator, University Space Planning Office, Plant Operations, Central Stores, and numerous other service providers. Externally, this position interacts and coordinates with 3rd party service providers (i.e. contractors, vendors, landlords).
- **Level of Responsibility:** Responsible and accountable for the development and execution of all space related strategy, operations and evolution, related to the Faculty. The incumbent is expected to work with little supervision under the guidance of the Executive Officer
- **Decision-Making Authority:** The position has final decision-making authority for key accountabilities, in consultation with the Executive Officer
- **Physical and Sensory Demands:** The role requires exertion of physical or sensory effort resulting in slight fatigue, strain or risk of injury. While adhering to university health and safety guidelines, this role requires staff to move objects and reconfigure space. It involves office and field settings. Project inspection and other aspects of the position involves a significant amount of walking.
- **Working Environment:** There may be unusual hours or schedules, due to building emergencies, multiple and/or tight deadlines.