

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY, FLEET & FACILITIES MANAGEMENT DIVISION – FACILITIES MANAGEMENT & CAPITAL PROGRAMS – LOCATION – 28 JAMES STREET NORTH)

ACCOMMODATIONS & DESIGN CO-ORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Capital; responsible for all aspects of interior design and project coordination with regards to the corporate wide procurement of new furniture, furniture MAC (moves, add, change), and small construction projects. Manage all phases of projects from inception to close-out utilizing best project management practice standards. Initiate and maintain corporate wide accommodation strategy. Maintain and update facility drawings using the technical support systems (AutoCAD, ARCHIBUS) in order to provide support to Business Services, Project Managers, Building Supervisors and city wide departments.

GENERAL DUTIES

Co-ordinates the efficient delivery of all aspects of in-house design, MAC (Move, Add, changes) and small construction projects; providing the full scope of Interior Design, Accommodations and Project Coordination services for all corporate facilities under the jurisdiction of Strategic Planning, Capital and Compliance Section.

Interior Design, Accommodations and Project Coordination services include but are not limited to; Conduct needs analysis; ensuring special needs, technical, sustainable, ergonomic and employee well-being accommodations are met.

Create programming and feasibility reports for corporate facilities ensuring that the design meets the programming needs of the tenant.

Design and coordinate in-house design drawings adhering to OBC for small construction and furniture including millwork design, layout drawings and detailed product description.

Select and specify furniture, fixtures, equipment, colors, materials and finishes.

Coordinate and collaborate with Architects, other consultants and trades to interpret, review and control the quality of consultants' design drawings, specifications, budget and construction documents to ensure requirements are met for: building code compliance, corporate/division/departmental regulations, procedures and policies (such as Hamilton Barrier Free Design Guidelines, Procurement Policy, Hamilton Energy Policy, Health and Safety requirements).

Research and prepare specifications to engage the services of consultants and co-ordinate tender, quotation and request for proposal (RFT, RFQ & RFP) process. Review, evaluate proposal submissions, participate in selection interviews, recommend selection of consultants and administer contracts, as required.

Conduct site visits, analyze site conditions, organize site meetings and serve as on-site construction supervision for projects as required, ensure all materials, operations and installations conform to design specifications and drawings. Ensure safe working practices and compliance with all health and safety requirements are adhered to on project sites.

Review related construction reports in order to comment and recommend appropriate changes during the construction phase.

Liaise internally with appropriate building Supervisors and internal trade staff to ensure projects are coordinated with building operations and maintenance requirements; making design recommendations as required.

Ensure deficiency list is accurate and resolved in a timely manner. Conduct any follow up with client upon project completion and complete all transactions required internally and externally for project closeout.

Provide ongoing support for the implementation of the Strategic Accommodations Plan by; Acting as subject matter expert pertaining to space and design on corporate initiatives with upper Management and key stakeholders such as Business Services and Real Estate.

Evaluating space utilization, ensuring standards for space use, maintaining drawings and inventories of existing space, furniture assets and new leases.

Provide information regarding MAC data to Management in order to monitor churn rates.

Prepare and present reports that standardize corporate design and accommodations services. Liaises with corporate departments and community groups; providing consulting services, technical information, recommendations and guidance as required with respect to design, accommodations, planning, furniture and construction.

Co-ordinates the development and maintains database of as-built drawing inventories. Utilizes ARCHIBUS work order system to procure various goods and services;

Develops, implements, and monitors standards and guidelines necessary to ensure a consistent and cost effective level of facilities accommodations, interior design, corporate furniture procurement, project implementation, control and evaluation.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated experience in accommodations planning and drawing management normally acquired by a combination of education by obtaining a degree / diploma in Interior Design or related discipline and related work experience is required.
2. Must already possess or willing to obtain National Council for Interior Design Qualification (NCIDQ). Association of Registered Interior Designers of Ontario (ARIDO) preferred. *NOTE: NCIDQ must be obtained within eight (8) months of hire to continue employment.
3. Proven experience of building construction technology in relation to Accommodations Planning and Construction is an asset.
4. Proven knowledge of and experience in the administration of Accommodations planning, design, furniture systems and estimating is required.
5. Considerable experience in an interior design or architectural firm and/or in project management is required.

6. Proficient in computer programming related to Microsoft Office software and AutoCAD. Experience with Computer Aided Facility Management systems (CAFM) and/or ARCHIBUS and asset management software preferred.
7. Proven ability to interact with all staff and management levels.
8. Demonstrated interpersonal, customer service, verbal and writing skills required.
9. Proven Leadership, communication and human relation skills working in a team environment to co-ordinate, develop, and support staff, consultants and contractors.
10. Proven organizational and time management skills; ability to manage a high volume of projects and work load simultaneously.
11. Knowledge of the relevant portions of the National Building Code, the Ontario Building Code, the Area Municipal Codes and practices, the Ontario Fire Marshall's Regulations, CSA Standards, The Accessibility for Ontarians with Disabilities Act (AODA), Hamilton Barrier Free Design Guidelines and The Occupational Health & Safety Act.
12. Knowledge of Corporate policies and procedures.
13. Must possess a Class "G" driver's licence.

NOTE:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE