

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY, FLEET & FACILITIES MANAGEMENT DIVISION – STRATEGIC PLANNING CAPITAL & COMPLIANCE SECTION – LOCATION – 28 JAMES STREET NORTH)

FACILITIES ACCESSIBILITY & COMPLIANCE COORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager for Compliance, supports specific cross-sectional projects within the Strategic Planning, Capital & Compliance Section. The Facilities Accessibility & Compliance Coordinator will assist in the implementation of strategies to ensure regulatory compliance with, but not limited to, environmental, health and safety (EHS) programs, accessibility and emergency response related regulations within the EFFM Division. Technical support systems include AutoCAD, Archibus and other programs as required. Responsibilities also include maintaining and updating facility drawings and inventory of drawings.

GENERAL DUTIES

Supports both Capital & Operations on achieving and maintaining regulatory compliance in matters, including, but not limited to, EHS programs, backflow prevention, TSSA, asbestos, accessibility, and Fire Code.

Acts as the Subject Matter Expert (SME) and resource for inquiries related to AODA and Barrier Free Design Guidelines (BFDG) requirements for EFFM and assists in revisions to the BFDG, as required. Other accessibility related responsibilities include AODA compliance audits and reporting, accessibility designs preparation and review and related duties.

Conducts and assists with internal audits/inspections related to facilities compliance including, but not limited to, accessibility, fire plans, and designated substance surveys, of EFFM sites and facilities and recommends steps where necessary to ensure regulatory compliance.

Provides leadership role in project delivery from inception to completion, including but not limited to the development of scope, budget, schedule, procurement, construction management, and monitoring and control for smaller renovation & construction projects related to compliance, accessibility, Fire Code, as well as operations, infrastructure improvements and replacements.

Within a collaborative team environment, ensures the application of various standards for buildings, systems and record management related to Fire Code compliance.

Manages, coordinates, conducts business process reviews, develops policies and procedures, collects and analyses data, prepares schedules, reports and records for Compliance Programs, including, but not limited to designated substances and asbestos management.

Manages Fire Plans on behalf of EFFM and the City of Hamilton; updates AutoCAD plans; posts fire plans; develops and monitors tracking systems assisting with facility evacuation plans using EFFM templates. Assists in updating asset plans and the accommodations drawing inventory where applicable based on updates to AutoCAD plans for Fire Code compliance.

Coordinates the (Resource Productivity & Recovery Authority (RPRA) accounts under the Hazardous Waste Program on behalf of EFFM; maintains master list; create new accounts; add new waste classes; makes payments on behalf of account owner.

Job Description #: 6901

Supports development of the divisional/sectional policies and procedures, goals and objectives.

Assists senior management with preparing oral and written presentations on compliance and management systems.

Assists with the preparation, review and approval of procedures related to compliance and accessibility, including TSSA orders.

Supports development and maintenance of the Facilities compliance system, including coordination of information to support corporate document management systems.

Identifies and advises of proposed changes in regulatory requirements or new regulations that may impact the construction, operation and maintenance of corporate and recreation buildings.

Advises of changes to regulatory requirements or required actions under permits, licenses, environmental compliance approvals, environmental registries, inspections, audits and maintains an updated compliance calendar.

Tracks reporting requirements related to legislated/regulatory requirements and ensures that related tasks are assigned accordingly in consultation with senior management.

Tracks management system non-conformances, opportunities for improvement and best practices.

Provides training to staff.

Assists with the maintenance and coordination of document and record control related to compliance.

Supports staff that have regulatory reporting requirements.

Assists in coordinating Building Condition Assessments (BCA) for facilities.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Must be able to demonstrate a level of expertise related to the duties described above, normally acquired through:
 - a. Demonstrated expertise in accommodations and/or compliance planning and drawing management.
 - b. A degree / diploma in Interior Design, Architectural Technology or related discipline or a combination of education and related work experience.
2. Considerable experience reviewing and interpreting accessibility, environmental and health and safety regulatory requirements that apply to construction, operations, and maintenance of facilities.
3. Proven experience with project management theories, practices, and trends to manage contracts and projects including reviewing, approving, and implementing work plans, project budgets, site inspection experience and the procurement process.
4. Knowledge of and experience in the administration of accommodations planning and design is an asset.
5. Demonstrated knowledge of the Occupational Health and Safety Act, Provincial and Federal Environmental

Job Description #: 6901

Acts and Regulations as applied to facilities operations. Relevant facilities legislation includes AODA, Occupational Health & Safety Act, Environmental Protection Act, Ontario Building Code, Ontario Fire Code, Technical Standards & Safety Act and their regulations.

6. Extensive demonstrated knowledge of legislation, regulations, standards, policies and best practices as well as an understanding of the interactions and potential conflicts between these various pieces of legislation related to Compliance.
7. Proven experience in AutoCAD is required; knowledge of Archibus and Building Condition Software such as Asset Planner is an asset.
8. Must have excellent computer skills in a Microsoft Office Suite (Word, Excel) as well as web based technical searches. Knowledge of PowerPoint is required.
9. Excellent interpersonal, organizational, time management analytical skills are required. Strong verbal and written communication skills are also required.
10. Experience in auditing would be an asset.