

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENERGY FLEET & FACILITIES DIVISION – FACILITIES PLANNING & BUSINESS SOLUTIONS - LOCATION –
71 MAIN ST. W.)

FACILITY PLANNING ANALYST

SUMMARY OF DUTIES

Reporting to the Manager of Facility Planning & Business Solutions within the Energy, Fleet and Facilities Management Division, this position is responsible for ensuring the effective and optimal use of corporate office space across the City's portfolio through the administration and implementation of the Master Office Space Management Plan, as well as, associated procedures.

Key responsibilities include taking a proactive and self-directed approach to ensuring that the office portfolio footprint is optimal and financially effective by working with numerous internal groups to develop facility planning solutions that are aligned with corporate strategies.

Handles sensitive projects and confidential information related to organizational changes is required.

GENERAL DUTIES

Responsible for implementing the Master Office Space Management Plan including ensuring compliance with the plan, updating the plan and reporting on the various impacts of the plan both financially and related to the portfolio performance.

This position takes the lead on reviewing requests for space and working with clients to determine the best solution for identifying location, amount of space and determining associated allocation costs that will meet the Corporate Space Management & Allocation Policy, while meeting client business needs.

Track and maintain space allocation data, reconcile space and prepare space allocation budget data.

Prepare business cases and council reports related to space requirements for client groups. Work with Corporate Real Estate to determine optimal amount of space and/or real estate solutions as required.

Work closely with the Strategic Planning, Capital & Compliance team to support and transition approved projects for design and project delivery.

Proactively communicate with, engage and fosters strong relationships with all stakeholders involved in, or requiring space management solutions including project management/accommodations designers, facility management, information technology, corporate real estate and human resources.

Provides input into and recommend innovative space design concepts intended fostering a high performing work culture.

Participates in and/or leads the corporate space management governance committee including making recommendations related to strategy changes, space related project initiatives and updates to Master Office Space Management Plan.

Proactively communicates general space management information to departmental/divisional leaders to ensure acceptance, compliance and fosters strong partnership relationships throughout the City.

Track, monitor, maintain and analyze all space utilization data, employee location data, vacancy rate, churn rate, new hires/terminations, growth plans, future space needs and other benchmarking data. Produce and present

reports on to corporate governance committee on space requirements and other office portfolio performance related data. Produce standard industry performance reports including Utilizations Metrics, Vacancy Rates, Churn Rates, Forecasting reports

Work with client groups and finance to ensure space cost allocation data is maintained current and that verification exercises are routinely conducted to validate space utilization and recommend optimization strategies such as department requested consolidations, compression and/expansion projects.

Review weekly hire/termination reports to track and update employee location information on space drawings and databases.

Lead space management related initiatives to proactively improve the process including implementing software solutions and or changes to procedures.

Liaise with broader space management community including other municipalities to stay current on new trends, technologies and education.

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 may be related to the major responsibilities of the job or the Facilities Planning & Business Solutions scope of responsibilities.

QUALIFICATIONS

1. Proven knowledge of facilities management, space management, and office accommodation practices related to optimizing space utilization, normally acquired by obtaining a post-secondary education in a related field such as architectural studies, interior space design, facility management, business administration or an equivalent combination of related education and work experience.
2. Demonstrated competencies in using AutoCAD and/or other drafting software is required including the ability to polyline drawings and make changes to space drawings. Demonstrated ability to read and review architectural / construction drawings, to develop test fit models and provide clients with visual space solutions.
3. Demonstrated experience in using various types of databases to track, maintain, monitor and analyze space related data such as moves/adds/changes.
4. General technical aptitude for readily using and adopting new technologies related to location and facility management. Experience with using facility management software is preferred.
5. Experience with developing business cases, providing quotations and developing financially sound space solutions.
6. Experience with measuring and allocating space using BOMA Standard Methods of Measurement for Office (ANSI/BOMA Z65.1 -2010), Industrial Buildings: (ANSI/**BOMA** Z65.2 – 2012) and Gross Areas of Buildings (ANSI/**BOMA** Z65.3 – 2009).
7. Demonstrated competencies in project management that include managing process improvement projects, software deployment projects and other projects as assigned.
8. Experience working in a large cross functional government environment including navigating through legislative requirements and general government process is considered an asset.

9. The ability to handle sensitive projects and confidential information related to organizational changes is required.
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11. Capable of self-directing, self-motivated with a results oriented personality that works well in a fast paced environment with multiple competing deadlines is a requirement.
12. Excellent written and verbal communication skills. Demonstrated facilitation and presentation skills is considered an asset.
13. Demonstrated ability to challenge, lead and inspire change and foster innovative approaches to challenges.
14. Ability to produce professional written reports and business cases in justification of projects and other space management initiatives.
15. Thorough knowledge of Microsoft Office tools including Word, Excel, Power Point, Visio and MS Office Project. Working knowledge of spatial space management or facility management related software is preferred.
16. Possession of a non-probationary Ontario G class driver's license, or advance level designation.

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