

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(CORPORATE FACILITIES & ENERGY MANAGEMENT DIVISION – STRATEGIC PLANNING, CAPITAL & COMPLIANCE SECTION – LOCATION – 28 JAMES ST. N.)

SENIOR ACCOMMODATIONS & DESIGN SPECIALIST

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Capital; the Senior Accommodations & Design Specialist will provide direction on the implementation of the strategic space management plan by acting as subject matter expert pertaining to space and design on corporate initiatives.

Accountable for ensuring the accommodation needs of the corporation are planned for and implemented in a timely fashion by identified current and future needs.

Responsible for the pre-design phase of office relocation and renovation projects. This includes conducting feasibility and rationalization studies; preparing test-fits with order of magnitude budgets for various options and estimating time required for the planning of City of Hamilton facilities.

GENERAL DUTIES

Lead contact for accommodation and design projects; overseeing the Accommodations & Design team by identifying, prioritizing, and assigning projects or programs to Accommodations' staff to ensure efficiencies and effectiveness of delivery.

Advise Facilities Planning & Business Solutions Section on viability of potential relocations and renovations by completing stakeholder engagement, site analysis, space programming, concept development, and creating order of magnitude budgets.

Accommodation lead in the development of processes to analyze space requirements, constraints and opportunities of existing or proposed sites; providing input into the creation of strategic space management plans for client groups and the corporation.

Assist in the preparation of business cases and presentations related to facilities change management with regards to office relocations, renovations, furniture acquisitions, special projects and development of City's space management plan.

Work collaboratively, creatively, and analytically with senior management to identify and set strategic space management priorities to ensure that client departments, stakeholders and the Corporation are moving towards common goals and outcomes.

Investigate industry and competitive design trends, scenario/opportunity analysis, look for innovative design solutions, and develop creative action plans regarding facilities and space management to be implemented through Facilities Planning & Business Solutions Section.

Responsible to proactively collaborate with Project Managers, Building Supervisors, Property Managers and client groups to co-ordinate major facilities upgrading proposals including liaison with consultants, to ensure facilities are meeting a consistent standard.

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.

Oversee and coordinate 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.

Identify and advise on the most suitable options for new furniture acquisition and/or use of City's furniture assets.

Co-ordinate 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.

Foster teamwork through leadership, mentoring and coaching all staff within the Space/Accommodation & Design team within SPCC Section and collaborating with divisional peers and client stakeholders.

Work 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.

Perform other duties as assigned which are directly related to the major responsibilities of the job or the Strategic Planning, Capital and Compliance scope of responsibilities.

QUALIFICATIONS

1. Progressively responsible experience related to the duties listed above acquired by the completion of post-secondary studies in Interior Design or Architecture or a combination of education and relevant experience. Project Management experience would be an asset.
2. Extensive (up to five years) experience in facility planning and office accommodation/space design including space and program analysis, site surveys of existing conditions, inventory of furnishings and equipment required.
3. Must already possess National Council for Interior Design Qualification (NCIDQ) and Association of Registered Interior Designers of Ontario (ARIDO).
4. Proven Leadership, communication and human relation skills working in a team environment to coordinate, develop, and support staff, consultants and contractors.
5. Proven experience in conducting presentations to all staff and management levels.
6. Well developed interpersonal, customer service, verbal and writing skills required.
7. Proven organizational and time management skills; ability to manage a high volume of projects and work load simultaneously.
8. Must have 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.
9. Knowledge of Corporate policies and procedures.
10. Must have experience in drafting space plans utilizing AutoCad software.
11. Proficient in computer programming related to Microsoft Office software. Experience with Computer Aided Facility Management systems (CAFM) and/or ARCHIBUS and asset management software preferred.
12. 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.
