

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY, FLEET & FACILITIES MANAGEMENT DIVISION – STRATEGIC PLANNING, CAPITAL & COMPLIANCE
- LOCATION – 28 JAMES ST. N., 5TH FLOOR)

ACCOMMODATIONS & DESIGN TECHNICIAN – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Capital, the Accommodations & Design Technician position is responsible for supporting accommodations' staff through the accommodations planning process for all City owned and operated facilities. The duties include, but not limited to, planning, design, and layout options of space, using technical support systems (AutoCAD, ARCHIBUS, etc.), maintaining up-to-date facility drawings and inventories using the Division's computer aided facility management system (ARCHIBUS) and managing the reusable furniture site and chair demonstrations. Responsibilities also include developing and maintaining the Section's standards and guidelines as they pertain to space, furniture, finishes and fittings.

GENERAL DUTIES

Ensures the efficient delivery of all aspects of in-house design for the accommodation function of all corporate facilities under the jurisdiction of the Energy, Fleet and Facilities Management Division by ensuring the efficient implementation of accommodations projects and programs.

Provides space design services for all corporate facilities ensuring that the design meets the needs of the tenant and takes into consideration the facility standards, costs etc.

Oversees the work of contractors and consultants hired to perform work for the Facilities Services Accommodations team.

Provides ongoing support and updates to the implementation of the Strategic Accommodations Plan by evaluating space utilization, ensuring standards for space use, inventory of existing spaces and incorporating departmental service plans.

Prepares specifications for the purpose of RFQs as required to carry out various facility accommodations projects.

Liaises with other corporate departments, providing consulting services, technical advice and guidance with respect to Accommodations Planning for office layouts options, and cost estimates.

Ensures compliance with corporate/division/departmental rules, regulations, procedures, policies and safe working practices.

Development, implementation, and monitoring of standards necessary to ensure a consistent and cost-effective level of facilities accommodation design, project implementation, control and evaluation.

Provides support role and assistance to Accommodation Design Coordinators and Project Managers.

Operates Scanner for drawings and maintains database inventories of drawings and accommodation updates (space, furniture assets, floor plans, and departmental locations) using the Computer Aided Facilities Management Software (ARCHIBUS).

Maintains the Accommodations' general email account and receives answers or directs enquiries from public, staff, other departments, agencies and contractors.

Managing the reusable furniture site and chair demonstrations.

Processes invoices, purchase order requisitions, and policy documents.

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 that directly relate to the responsibilities of this position.

QUALIFICATIONS

1. Demonstrated experience in accommodations planning and drawing management normally acquired by obtaining a degree in Interior Design or a related discipline or a combination of education and related work experience.
2. Proven knowledge of and experience in the administration of Accommodations Planning, design, and estimating.
3. Proficient in computer programming related to software such as AutoCAD, Windows Office XP (Microsoft Outlook, Word and Excel). Knowledge of Building Condition Assessment Software is considered an asset.
4. Proven ability to interact with all staff and management levels.
5. Basic experience in project management preferred.
6. Proven leadership, communication and human relation skills working in a team environment to coordinate, develop, and support staff, and contractors.
7. Proven organizational and time management skills to multi-task in a busy work environment.
8. Knowledge of the relevant portions of the Ontario Building Code (OBC) and the Accessibility for Ontarians with Disabilities Act (AODA).
9. Must possess a Class "G" driver's licence.
10. Demonstrated experience and skill to input and manipulate data accurately at an acceptable speed as well as scan and maintain an inventory of documents and drawings.
11. Demonstrated knowledge of systems and general furniture gained through work experience
12. Demonstrated ability to process purchase order requisitions, invoices and policy documents.

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