

TITLE: FACILITIES COORDINATOR

CLASSIFICATION: ADMINISTRATIVE OFFICER 18

JOB OVERVIEW

To lead accommodation projects and to provide facilities management services for various buildings and offices.

ACCOUNTABILITIES

Required:

- Leads accommodation projects such as office relocations, office renovations, new construction or closures.
- Schedules work activities, tracks progress and resource usage, inspects completed projects, identifies technical issues, resolves funding or schedule delays, and prepares completion reports.
- Develops regional/ministry procedures or guidelines for facilities management.
- Reaches agreement with ministry staff, property manager and local suppliers regarding new facilities, tenant improvements, relocations, lease renewals, communication plans and schedules.
- Ensures facilities plans and projects comply with safety, security and environmental standards.
- Conducts space planning by preparing space design options, colour schemes, recommending suitable furniture and equipment and parking facilities to improve the appearance and utilization of office space.
- Prepares technical information for business case submissions to Treasury Board.
- Oversees the work of contractors, monitors performance and resolves technical issues and/or completes repairs.
- Conducts detailed financial management of the facilities budget including budget planning, analysis, forecasting and monitoring, and reallocates funds as required.
- Coordinates asset acquisition by advising staff on product information and recommending the purchase and disposal of furniture and equipment.
- Compiles information and tracks supplier availability and associated costs for accommodations, vehicles, voice communications, office furniture, equipment, rentals/leases and insurance, and performs costing options to support planning and decision-making.

JOB REQUIREMENTS

- Diploma related to facilities management or related discipline or equivalent and facilities management experience.
- Working knowledge of core policies and procedures related to facilities management, assets and purchasing.
- Thorough knowledge of facilities and capital planning, property management, leasing practices and security and understanding of government financial (budget, accounting) policies and procedures.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

BEHAVIOURAL COMPETENCIES

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.