

Ministry: Social Services
Branch: Regional Office
Location: Various

Working Title: **Regional Facilities Officer**
Level: Range 21
Classification: Administrative Officer

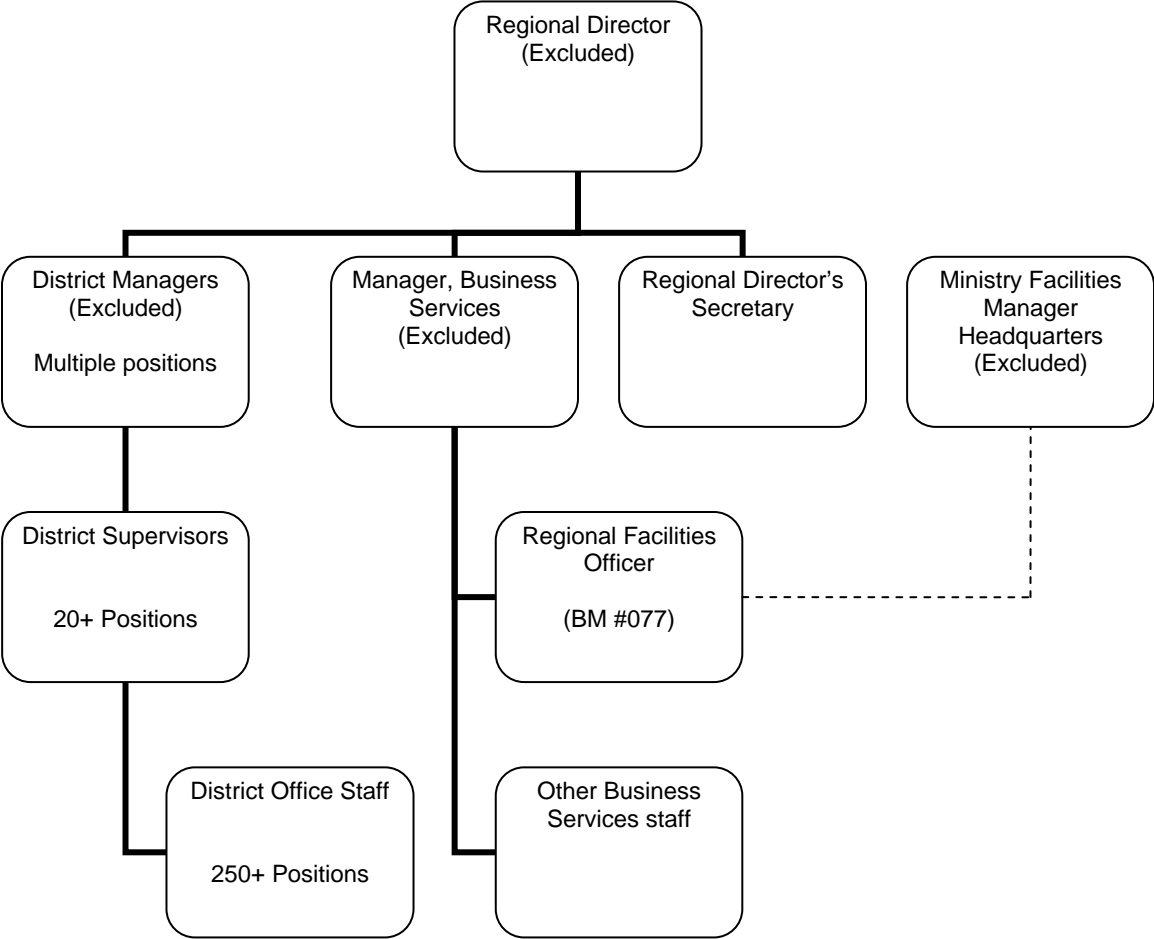
PRIMARY FUNCTION

To provide facilities management for a region with multiple locations and specialized facilities needs.

JOB DUTIES AND TASKS

1. Provides project management services for facilities projects for the region
 - a. consults with Regional Director and other managers regarding space and facilities requirements
 - b. manages and coordinates office relocations, renovations, new construction or closures including identifying requirements and priorities, and analyzing related costs, benefits and risks
 - c. reaches agreement with ministry staff, ARES and local suppliers regarding new facilities, tenant improvements, relocations, renewal of leases, communication plans, schedules and related requirements
 - d. modifies standard methods and/or practices to meet the specialized safety/security and space planning needs of the region (i.e., region provides direct client services where clients or services can be high risk, contentious or highly sensitive)
 - e. monitors and reviews completed work and work in progress to ensure that design, project costs, construction principles and standards are adhered to, and changes project plans as required
 - f. ensures facilities plans and projects comply with safety, security and environmental standards
 - g. drives or flies to various locations to inspect worksites prior to occupancy
 - h. coordinates trades contractors, furniture and equipment suppliers and moving companies regarding tenant improvements and employee relocation
 - i. discusses issues with ARES and ensures contractual obligations are fulfilled
 - j. prepares technical information for business case submissions for Treasury Board
2. Prepares and maintains the regional facilities budget and monitors facilities contracts
 - a. consults with Regional Director and managers on funding required to support regional facilities projects
 - b. develops annual program objectives for input into the regional, ministry and ARES budgets
 - c. monitors all facilities transactions and commitments during the fiscal year
 - d. scrutinizes reports and invoices submitted by ARES and other suppliers and resolves billing discrepancies
 - e. reviews proposals received from contractors and monitors the financial status of regional facilities contracts
3. Coordinates asset acquisition and management for the region
 - a. advises staff on all aspects of asset management including providing product information and recommendations on the purchase and disposal of furniture and equipment
 - b. coordinates purchasing and repair requests for equipment, furniture and telephones, prepares work orders and authorizes purchases, and maintains regional inventories of furniture and equipment
4. Provides regional vehicle administration
 - a. advises staff of corporate vehicle procedures and resolves vehicle and fleet management issues
 - b. analyzes and monitors regional vehicle fleet usage
 - c. recommends purchase or disposal of vehicles based on usage, service and repair records and ensures that regular maintenance is performed
 - d. manages administration of all vehicle related purchases such as issuance of credit cards, repair authorization, accident reporting, and maintenance
5. Coordinates emergency and business continuity planning
 - a. coordinates and administers, at the regional level, the ministry's overall policy and procedures relating to safety, rapid building assessment, security, risk management and environmental issues
 - b. coordinates and develops the region's portion of the ministry's overall emergency preparedness and business continuity plan
 - c. provides direction and support to the district offices to ensure business continuity plans are developed, tested and maintained in accordance with ministry and government directives

ORGANIZATION CHART
Benchmark Job #077



REASON FOR CLASSIFICATION

Benchmark Job #077

Job title: Regional Facilities Coordinator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of design, construction and project management to manage facilities projects for office relocations, renovations, new construction or closures including identifying requirements and priorities, and analyzing related costs, benefits and risks, for a region that has multiple locations and specialized facilities needs.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify facilities management methods and approaches while working on facilities projects that require specialized space planning and safety/security considerations (i.e., requires specialized planning because of the high risk, contentious, or highly sensitive nature of services provided or clients served).</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic negotiation skills to reach agreement on space planning and building maintenance priorities, timelines and costs with staff, ARES and contractors.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive a vehicle to various regional locations to inspect worksites prior to occupancy.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general facilities management policies and procedures, applies accepted work methods in a different way to manage facilities projects for a region with numerous locations including reviewing completed works and works in progress to ensure that design, project costs, construction principles and standards are adhered to, and changing project plans as required.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to develop annual program objectives for input into the regional facilities budget requiring knowledge of regional programs as well as detailed planning.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to ensure facilities plans and projects comply with government and ministry safety standards.</p>	E	33

REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility for human resources to explain contract standards and requirements to facilities contractors at the work site.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure work completed by contractors and others on facilities projects, such as newly leased or renovated buildings, have met specialized regional requirements for safety and security.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently focus on documents.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens and documents to prepare facilities plans and budgets.	C	12
12	SURROUNDINGS Exposure to frequent overnight travel to various regional locations to inspect worksites prior to occupancy.	C	6
13	HAZARDS Moderate exposure to hazards from frequently driving to various regional locations to inspect worksites prior to occupancy.	C	6

Total Points: 770

Level: Range 21