

## Building and Facility Project Officer

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### **DEFINITION**

This is complex administrative and technical work involving the coordination, administration and project management of building or facility construction, renovation or rehabilitation projects or programs.

The work of this class involves the coordination and control of construction and contract work which is generally multi-disciplinary in nature for a variety of building or facility projects to ensure adherence to plan: specifications, authorized expenditures and schedules. The nature of the work allows considerable independence of action and judgement in determining project requirements and ensuring that projects are undertaken and completed by consultants, contractors or civic staff in accordance with the contracts or agreements entered into. Extensive contact is maintained with consultants, contractors, engineers, architects, interior designers, civic construction personnel, other departments and the general public.

Employees of this class direct, coordinate and review the work of consultants, contractors or internal technical, clerical or construction staff involved in project completion. Generally, employees of this class are not involved in the physical preparation of technical drawings and specifications for specific projects although this may be undertaken occasionally for less complex projects.

Employees are primarily involved in translating client requirements into a specific project; preparing the requisite contract documents and performing contract administration project management functions during project construction and completion. The work is performed under the broad guidance of a professional or technical supervisor and is monitored through consultation, project review and submission of reports.

### **TYPICAL DUTIES \***

Define client requirements into a functional program for a specific project and determine the type and character of design required.

Prepare preliminary sketches and equipment and material specifications.

Develop and evaluate options and prepare cost estimates for client consideration and approval.

Provide program, budget, schedules and format for consultants in the preparation of technical drawings and specifications.

Prepare required contract forms and tender documents; review bids and recommends awards.

Coordinate and direct the work of consultants, contractors and support staff during construction by reviewing shop drawings and conducting site meetings.

Inspect all phases of major construction programs from site allocation through excavating, building and/or renovations as well as finishing of the project.

Perform detailed inspections of architectural, structural, mechanical or electrical work to ensure compliance with approved blueprints, drawings and specifications.

Issue site instructions and change orders; assess value of work completed and process progress claims. Maintain accurate records and file and prepare reports.

Inspect work for substantial performance and construction completion and recommend issuance of certificates.



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Perform project administration functions by establishing and maintaining budget and cost controls, establishing and maintaining schedule controls and preparing progress reports.

Chairs or attends liaison/steering committee meetings, site meetings and public meetings when required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of construction methods, practices, materials, supplies, equipment and labour requirements.

Considerable knowledge of applicable standards, codes, specifications, regulations and safety requirements.

Ability to interpret, read and design total project plans, specifications, diagrams and charts of a considerably complex nature.

Ability to manage administrative operations, including scheduling and preparation of budgets/forecasts and progress reports.

Ability to establish and maintain effective working relations with engineers, contractors, consultants and others as necessitated by project assignments.

Ability to coordinate and prioritize so that maximum efficiency is maintained.

Knowledge and skill in computer applications and related programs in support of the business activities.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of a two (2) year Diploma in a related Engineering Technology program, or other related discipline, supplemented by courses in project management and/or construction administration.

A minimum of eight (8) years of progressively responsible experience in construction administration and project management with relevant experience in building/facility design.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0694			
Grade	032			
Last Updated:	2011-10			
Previous Updates:				
Originated:	1989-01			