

Ministry

Infrastructure

**Describe: Basic Job Details**

Position Name (200 character maximum)

Facility Evaluation Engineer

Current Class

Engineering & Related Level 2

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

**Organizational Structure**

Division, Branch/Unit

SIO, Tech Svces & Procur/Bldg Design & Spat Tech

Supervisor's Position Name (30 characters)

Manager, Facility Evaluation

## Job Purpose and Organizational Context

Why the job exists:

The Facility Evaluation Unit is the ministry's centre of excellence and technical expertise in facility assessment and building condition information for provincially owned and supported buildings. The Unit implements the Facility Evaluation Program (FEP), which significantly contributes to quality and value for investment in facilities that are owned or supported by the Government of Alberta (health facilities, schools, post-secondary institutions, seniors, and government facilities). The Unit ensures that consultants, processes, and information systems support the collection of quality information at the building level and that the GoA realizes value from the Facility Evaluation Program.

The Facility Evaluation Engineer is required to work independently and leverage their technical knowledge of building systems and components to review multiple facility evaluation audits performed by hired Consultants for completeness and accuracy, pinpointing errors and working actively to rectify them prior to review by the facility managers. This position will be required to be engaged during the span of the project, from initialization to completion, for facility evaluation audits ensuring the free flow of information between the facility managers and consultant team. This includes being involved with the procurement process of consultants and contract management. The Facility Evaluation Engineer will take the lead in coordinating and facilitating conversations between the facility managers and the consultant project team to reach consensus on the evaluation and coordinating sign off from facility managers for new data upload into VFA.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

- Work with consultants to ensure that site visits, data downloads and uploads are handled in a timely manner.
- Be involved Consultant contracts for facility evaluation.
- Participate in procurement process for RFP development for facility evaluations.
- Reviewing and commenting on the consultants work to ensure that the documented facility evaluation is complete. This activity requires a sound knowledge of building construction practices and the facility evaluation methodology.
- Providing direction to consultants on methodology and process issues through on-going contact, meetings and work sessions.
- Review of building evaluations with the supported stakeholder to ensure that the evaluation are complete, reflective of the building condition and in accordance with applicable code/standards and the evaluation methodology.
- Deal with non-standard situations that arise during the evaluation process. Gather information and consult with expert resources to resolve the situation expeditiously. Retain key information for later review and potential incorporation into training and guideline material.
- Act as a conduit between consultants and facility managers during the audit period to ensure free flow of information. Conduct wrap up facility evaluation wrap up meeting between both parties to ensure facility condition reports are accurate and acceptable by facility managers prior to final upload into VFA software.
- Ensuring that contractual and fiscal deadlines are met for facility evaluations.
- As part of a team, contribute to the development and modification of facility evaluation standards

## Problem Solving

Typical problems solved:

The job requires the incumbent to:

- Be able to apply knowledge of building construction and component maintenance specifications to ensure an accurate and inclusive evaluation is performed.
- Be an intermediary between the consultant and facility managers and encouraging the free flow of building information for facility audits.

- Be involved, with the Program Coordinator, in consultant contract management.
- Review in detail facility evaluation audit information performed by the Consultant and coordinate the review and sign off of evaluations by Facility Managers.
- Participate in the procurement process and liaise with procurement specialists to refine RFP's as required.

Types of guidance available for problem solving:

The Facility Evaluation Engineer will work independently reviewing Consultants' facility condition assessment reports, organize and facilitate discussions between Facility Managers and Consultants to review the reports and resolve discrepancies that may exist between the current data gathered and existing data entered in VFA. Programmatic and strategic support will be available through the Facility Evaluation Manager.

Direct or indirect impacts of decisions:

Facility evaluations are executed for a wide cross section of government departments, boards, agencies and supported stakeholders across the province. Information provided by the Facility Evaluation program, will provide critical inputs to maintenance and capital planning and decisions for short- and long-term funds allocation, with the potential for significant impact on stakeholders and the Ministry.

The work of the Facility Evaluation Engineer has direct impact on the success of the FE program as well as client ministries and stakeholders functions as it relates to building conditions and reports generated that determine building maintenance and replacement costs. The accuracy of the data captured during facility condition assessments performed by the Consultants directly impacts budget determination and Capital Maintenance Renewal funding for client ministries to repair and maintain the Government of Alberta's vertical assets.

## Key Relationships

Major stakeholders and purpose of interactions:

- Manager and FEP staff - provide status updates, raise awareness of issues of significance / escalate situations; collaborate with peers and share information to the benefit of the program.
- Building owners / operators - review facility condition assessment reports for completeness and accuracy, clarify items identified on evaluation reports, facilitate wrap up meeting with consultant to review report and ensure the final checks and sign off from facility managers is obtained.
- Consultant Industry / Organizations - act as a link between consultant and building owners / operators and Consultants during the facility condition assessment report review period, clarify items indicated on Consultant evaluation reports and provide information about facility conditions.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Engineering		

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

### Education and Experience

- University graduation in a related field such as engineering minimum of five (5) years progressively or diploma in engineering technologies minimum of eight (8) years progressively responsible related experience. Equivalencies considered: directly related education or experience will be considered on the basis of 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.
- Experience or knowledge that will be considered an asset:
  - A Master's degree in engineering
  - Experience in facility evaluation
  - Ability to understand engineering drawings and contract specifications
  - Knowledge of building codes and standards
- Experience and knowledge of building maintenance and construction is a requirement.

- Experience in building inspections, building construction and maintenance, and mechanical and electrical operations.

### Technical competencies, certification and/or training

- Robust knowledge of building design, construction, building envelope, interior/exterior finishes, mechanical and electrical systems.
- Advanced knowledge in overall function and operation of building systems - preventative maintenance, operations, and major maintenance.
- Knowledge of facility evaluation principles and techniques.
- Sound knowledge of provincial and national building standards and codes, construction industry and trades definitions, building systems and components / products.
- Knowledge of the Facility Evaluation Program, policy, goals and priorities and how it is connected to other related department programs and business priorities.
- Well-developed project management skills and ability to guide team members and lead consultants through facility evaluation audits.
- Well developed working and consultative relationships with colleagues and with diverse groups of stakeholders
- Well-developed time management and organization skills.
- Keen observation skills and impeccable attention to detail.
- Problem solving and innovative thinking about how to creatively troubleshoot issues for stakeholders.
- Advanced written, verbal communication skills with the ability to tailor approach based on audience.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>This position takes the lead in the procurement process for consultants, taking note of gaps and work towards refining the process, project kick off, progression and wrap up.</p> <p>This position also recognizes the value and importance of sound facility evaluations to client ministries and stakeholders and reviews facility evaluation audits thoroughly for accuracy and completeness working collaboratively with Facility Managers.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative</li> </ul>	<p>This position is expected to take the lead position in reviewing a large volume of facility</p>

		<p>approaches and supports others to do the same</p> <ul style="list-style-type: none"> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>evaluation audits received from consultants for completeness and accuracy. They will ensure the free flow of communication between the consultant and facility manager and lead conversations to rectify incomplete or incorrect data.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>In addition to the review of facility evaluation audits, this position will also actively guide the work completed by the Program Coordinator during the procurement process and participate in refining and tailoring RFP's to yield successful consultant contracts for facility evaluations.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>This position is responsible for creating sound relationships between consultants and facility managers that promotes collaboration between the Project Team that will result in a successful facility evaluation process. This position will anticipate any potential conflict and actively work to reduce it through proper communication.</p>