

NON-MANAGEMENT JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title Furniture Coordinator	Name Vacant
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Position Number NEW	Reports to Position No., Class & Level Manager	Division, Branch/Unit Properties Division, Property Management Branch/ Property Management Programs & Integration (PMPI) Furniture Team	Ministry Infrastructure
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Present Class Technologies 6 (127TNA)	Requested Class Technologies 6 (127TNA)
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Cost Centre

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Property Management's Furniture Team is responsible for the corporate management of Government of Alberta (GoA) furniture assets, Province-wide. The Furniture Coordinator position serves as the subject matter expert and project lead for furniture requirements associated with major Tenant Improvement/Accommodation projects and for the Small projects submitted by client ministries, boards, and agencies through the Work Order Request Tracking System (WORTS) Furniture. This position provides planning, design, and project management services for these projects, as well as similar services for furniture projects initiated by the Legislative Portfolio, which includes the Legislature Building, McDougall Centre, Government House, and the Lieutenant Governor's Residence.

The Furniture Coordinator has a critical role in analyzing program requirements to identify specific furniture requirements. The Furniture Coordinator is relied on to develop cost effective and innovative solutions for clients that are consistent with guidelines for the corporate management of furniture throughout the Province. This includes acquisition of new furniture, provision of recycled furniture, and reconfigurations, modifications, redeployments, and moves of existing furniture or combinations of same. This requires collaborating with client ministries and project teams, developing budgets, planning and developing contract specifications, evaluating proposals and recommending award, reviewing bill of materials and furniture layouts, administering contracts and standing offer agreements, and the supervision and overseeing of activities of service providers involved in the design, planning, and/or installation of furniture to ensure deliverables are monitored for compliance and quality assurance. This position also monitors expenditures, and reviews invoices prior to recommending approval of payments to vendors and contractors.

In addition, the Furniture Coordinator develops and issues requests for proposals to interior design firms for furniture services for the Judicial Furniture Program. This includes awarding and managing design contracts and the sourcing, procuring and implementing of Judiciary furniture requirements.

As the lead for furniture projects, the Furniture Coordinator liaises extensively with project teams, client ministry staff, Technical Services Branch (Interior Design Team), design consultants, Service Alberta Procurement Services staff, building managers, tenant service providers, furniture vendors, and installation companies. Reporting to the Manager, Furniture Team, this position functions within applicable legislation, regulations, policies, directives, and guidelines.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Furniture projects associated with tenant improvement/accommodation projects, small projects through WORTS and requirements for the Legislative Portfolio are planned and managed in accordance with applicable space, furniture, and procurement standards and guidelines, for the corporate management of GoA furniture assets.
Activities:
 - Consults with appropriate representatives (e.g., Client Ministry Representatives, Project Managers, Facilities Managers and Coordinators, Accommodations Planners) at project initiation or upon receiving submission to gather information and identify furniture requirements, including proposed layouts based on position and functional

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profiles, GoA standards, building codes, installation phases, and security, architectural, electrical, HVAC, mechanical, and other physical requirements.

- Conducts furniture meetings and completes site reviews.
- Establishes legitimacy and urgency of furniture requests within the context of Alberta Infrastructure corporate initiatives and approved program directions identified in specific ministry business plans as appropriate.
- Develops and provides innovative and cost effective solutions for furniture projects and negotiates proposed furniture solutions with clients, including assessing potential impacts of furniture options on program delivery, availability of recycled furniture or existing assets, and restrictions pertaining to space or building configuration, consulting with Ministry stakeholders as appropriate.
- Develops CADD options to determine volume, size and suitability of workstations and support space and creates full furniture layout options for furniture from the Recycled Furniture Program.
- Assesses and develops recommendations for furniture procurement methods (public, invitational, blanket contract net new, etc.) and furniture product selection by project types and building, including recommending building standards and maintaining the inventory to track where standards have been established.
- Prepares budgets and scheduling/installation plans.
- Review submitted WORTS requests for compliance and validity, and provides the client with approval and notification that the request will proceed and the course of action (purchase new, recycle, redeploy, reconfiguration).
- Development of furniture and contract specifications in collaboration with Technical Services Branch (Interior Design Section), Legal, Procurement Modernization, etc. for tenant improvement/accommodation projects and develops documents to invite competitive bids from vendors and contractors for WORTS or small projects.
- Provides expertise during the bidding period for tenant improvement/accommodation projects and reviews bids, recommends awards, and completes documentation for expenditure officer approval on small projects or WORTS requests.
- Participate in the evaluation of public and invitational proposals and recommendation of award to Service Alberta Procurement or obtains competitive bids and submits all documentation to Furniture Team Manager or client expenditure officer for approval. Prepare and sign-off appropriate documentation when senior management expenditure officer approval is required and request purchase order from Service Alberta.
- Provides recommendations for finishes and colours, storage types, panel heights, work-surface shaped and height adjustability based on client program requirements.
- Performs in-depth review and approval of bills of materials to ensure product component lists are accurate, priced accordingly and follow either the standing offer or contract specification.
- Reviews final furniture layout to ensure it aligns with the bill of materials, conforms to space and furniture standards, building restrictions and codes, and responses to mechanical, structural and electrical issues.
- Identifies deviations from standards, escalating through Technical Services Branch and if necessary documenting for senior management review.
- Works with Project Managers and/or clients throughout furniture planning, design, and installation phases of projects, including resolving issues relating to shipment delays, scheduling issues, etc.
- Ensures furniture projects are approved by landlords and building operators and wiring capacity and HVAC issues are addressed prior to install.
- Follows up with furniture vendors in relation to furniture acquisition timelines and phases, including providing inventory management direction if products require storage or installation in phases.
- Assesses existing furniture assets and approves redeployment, recycling or declaring surplus.
- Manages furniture projects through to completion and close out, including administering standing offer agreements and monitoring expenditures and work to ensure timelines and contractual obligations are met, obtaining signoff acceptance from clients, reviewing and analyzing invoices prior to recommending expenditure officer approval and payment, and ensuring deficiencies are addressed.
- Initiates and participates in de-briefing sessions for furniture projects to determine and share lessons learned, etc.
- Contract administration for recycled furniture warehouse services contracts, furniture blanket contracts and standing offers, including managing compliance and monitoring contractor performance.
- Plan solutions and seek approval to implement urgent requests from the Legislative Portfolio, determining the best course of action (redeploy within the building, recycle, procure new, etc.) while ensuring awareness of both design aesthetics and political sensitivity.
- Develop and maintain the inventory of furniture stored in the Legislative Building to ensure product is readily available for critical requests.

2. Furniture projects associated with the Judicial Furniture Programs are planned and managed in alignment with applicable standards and guidelines.

Activities:

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- Develops invitational design tender packages to request proposals for design consulting services from private sector companies, including obtaining expenditure officer approvals.
 - Issues requests and responds to inquiries during the bidding process.
 - Reviews and evaluates design consulting proposals and recommends award to the appropriate expenditure officer, dependent on dollar threshold.
 - Develops contracts and ensures the appropriate signatures are obtained to commence work.
 - Provide the Judiciary information to the design consulting companies and provide direction to ensure design is based on acquisitions, re-finishing, and other services that are appropriate and within allocated funds.
 - Manages design consulting contracts to ensure projects are completed on time and within scope and budget and performance is monitored.
 - Coordinates furniture services packages for the Judicial Furniture Program through bulk tender procurements to achieve economic efficiencies:
 - prepares specifications, collaborates with Service Alberta on postings and timelines, and provides technical expertise during bidding process
 - evaluates furniture services packages and provides recommendations for award
 - plans work to ensure timely completion and installation of furniture services prior to fiscal year end
 - manages associated budget to ensure invoices are received and processed and hold-backs or accruals are completed.
 - Through researching furniture dealers, sources furniture that is not on standing offer or tendered to ensure competitive process is used for transparency and price.
 - Obtain expenditure officer approvals for acquisitions and request Service Alberta purchase order.
 - Follow-up with Judicial staff to ensure satisfactory project completion and if applicable, areas for concern are addressed.
 - Reviews deficiencies and closes out projects, tracking all costs for design services and judiciary expenditures to ensure forecasts and budgets are accurate and maintained.
3. Leadership, consultation, and expertise are provided to clients, vendors, and stakeholders in relation to implementing a corporate approach to furniture management within the GoA.
- Activities:**
- Provides resource services to the GoA for furniture related questions and concerns, including advice and recommendations for types of furniture based on programs, function, cost, manufacturer benefits and product limitations.
 - Promotes the Recycled Furniture Program to clients and vendors to increase awareness and efficiencies in recycling furniture.
 - Develops "Project Spotlights" to highlight and report recycling solution success stories to clients and senior management.
 - Contributes to development and maintenance of furniture inventory information by building, client ministry, manufacturer, product line, finishes, and size for GoA furniture located throughout the province.
 - Develops and maintains effective relationships with clients, vendors, and stakeholders within interests in the corporate Furniture Management Program.
 - Develops and/or contributes to development of information, briefings, and action request responses associated with the Furniture Management Program, Recycled Furniture Program, and Judicial Furniture Program.
 - Participates actively in division, Ministry, cross-ministry, and external committees and working groups as assigned.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Asset Management is an integrated, lifecycle approach to effective stewardship of GoA assets including furniture. It develops a systematic understanding of needs and demands of Client's and provides holistic and corporate based solutions that focus on the importance of making the right decision and optimizing value. Most projects involve right-sizing workspaces to reduce leased costs and that is where the Furniture Team has a key role. Innovation solutions, consistent procurement and furniture harmonization ensures reliable service levels, cost-savings, quality and value.

As a Ministry subject matter expert for the management of GoA furniture assets, this position provides specialized expertise and is the single point of contact for furniture projects. Furniture projects are highly diverse, with this position relied on to propose and negotiate furniture plans and solutions, develop cost estimates and budgets, develop contract specifications, administer contracts and standing offer agreements, review layouts for code and standards, and scrutinize

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complex information associated with quotes, proposals, and invoices prior to recommending awards and payments as applicable.

Systems furniture is complex, encompassing multiple standing offer manufactured furniture types (each with multiple product lines) that are available through certified suppliers on blanket contract. In addition, systems furniture components are unique within manufacturers as well as within product lines, with 70 individual components on average required to build one standard workstation.

Resolving furniture issues can be contentious. Change management for staff is often a challenge on projects and the Furniture Coordinator is required to alleviate concerns and assist with a seamless transition. The Furniture Coordinator must be able to deal effectively with potential resistance to innovative furniture solutions (e.g., optimization of existing or recycled furniture versus purchasing new). There are also health, safety and comfort issues associated with furniture solutions that have the potential to significantly affect employee productivity and morale. This position interacts with clients and stakeholders to discuss furniture requirements in facilities across the province, including reviewing and assessing furniture space usage in a variety of program spaces and providing services to clients within the Legislative Portfolio that include senior officials and the Premier's office. This position also collaborates with other levels of government, contracted agencies, and community boards to accommodate partnerships and joint programs needing furniture planning services that span regions or require a corporate perspective.

Furniture services are managed through the supervision and administration of furniture installation contracts, design consulting firm contracts, GoA blanket contracts, and standing offer agreements. This involves a comprehensive understanding of both business and contract administration, and the technical aspects of furniture assets and their application.

The work has considerable impact on client ministries, boards, and agencies providing programs and services to Albertans. Furniture solutions recommended by this position impact client ministry budgets as well as Alberta Infrastructure project budgets. The Furniture Coordinator functions with considerable independence, exercising professional judgment and discretion when determining priorities, working with diverse clients and stakeholders, and handling responsibilities with demanding and concurrent deadlines. Matters with potential for significant impact on client program operations, client and stakeholder relations, business operations, and resource allocation are discussed with the Manager, who is also available for assistance when dealing with highly sensitive or contentious situations.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The Furniture Coordinator requires in-depth knowledge of:

- business principles and practices as they pertain to the corporate approach to furniture management, including the intent and goals of the Furniture Management Program, Recycled Furniture Program, and Judicial Furniture Program
- furniture systems available to GoA ministries, boards, and agencies through standing offers and non-standing offers, including applications, product types, product lines, product components, and suppliers
- technical aspects of systems furniture, including how to assemble, disassemble, reconfigure, and modify furniture, and compatibility with alternate products
- GoA space, furniture, and design standards
- technical aspects of furniture planning, design, and coordination (e.g., architectural, mechanical, structural, electrical, and telecommunications systems; building codes; and ability to read floor plans)
- Direct Purchase regulations and processes for tendering furniture projects
- Ability to create furniture specification packages for public postings
- Project Management Body of Knowledge (PMBOK) and Project Management Institute (PMI) guidelines/methodologies
- relevant business productivity, technical, and information systems (e.g., WORDS Furniture, Snaptracker, BLIMS, Microsoft, Word, Excel and PowerPoint)
- CADD to develop furniture options, measure for space capacity, and check for code issues (e.g. aisle widths, dead-end corridors, egress)
- contract administration to effectively interpret and manage design, furniture services contracts, GoA blanket contracts and GoA standing offers

as well as comprehensive and demonstrated knowledge of:

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- organization structures, goals, strategic initiatives, and business plans of GoA ministries, boards, and agencies, including understanding of current business, political, and decision-making environments
- GoA and Ministry guidelines pertaining to contracting, budgeting, forecasting, accruals, expenditure approvals and tracking, and procurement processes
- relevant legislation, regulations, policies, agreements, and guidelines (e.g., *Agreement on Internal Trade*, *Trade Investment and Labour Mobility Agreement between BC and Alberta*, *Service Alberta Standing Offer Agreements for furniture purchases*, *Service Alberta Surplus Sales guidelines relating to furniture*, *Occupational Health and Safety Act*, *Employment Standards Code*, *Government Organization Act*, *Sale of Goods Act*, *municipal by-laws*)

The Furniture Coordinator requires well developed and demonstrated:

- leadership skills to promote and influence commitment to innovative furniture solutions and resolve issues involving multiple and occasionally conflicting perspectives
- human resource management skills to guide and direct work of vendors, contractors, and consultants as applicable
- mediation, conflict resolution, consultation, negotiation and change management skills
- interpersonal and relationship management skills, written and verbal communication and active listening skills
- project planning, time management, organizational, contract and financial management skills
- analytical, research, and problem-solving skills, including ability to synthesize and analyze information obtained from broad and varied sources and develop innovative solutions and recommendations
- commitment to client service, teamwork, and continuous improvement

The Furniture Coordinator must be able to:

- function independently as well as lead and contribute within a team environment
- prioritize work, multi-task, and function effectively in a dynamic work environment with concurrent deadlines and multiple client demands
- maintain a strategic focus in relation to managing furniture as a corporate asset while remaining sensitive to client and program delivery requirements
- consistently demonstrate flexibility, initiative, professional judgment, political sensitivity, and creativity
- demonstrate high level of self-management skills with strong results orientation

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The Furniture Coordinator has regular contact with:

- Property Management representatives (e.g., Project Managers, Facilities Managers / Coordinators, Accommodation Planners) to provide consultation, expertise, and project management services for furniture projects; provide and negotiate innovative furniture solutions; resolve issues; facilitate problem solving; and exchange information
- Ministry in-house resources (Interior Design Team) to obtain and clarify technical information; resolve issues; trouble shoot problems; and make enhancements or changes to systems, discuss building standards and review furniture procurement methods
- clients (e.g., ministry, board, and agency representatives) to assess furniture needs and issues; provide options and solutions; exchange information; develop and ensure commitment to furniture plans; facilitate problem solving and innovative responses to furniture needs; and ensure satisfaction with solutions and furniture projects
- Service Alberta representatives to publicly post furniture opportunities, coordinate furniture procurement, and surplus sales processes
- architectural, electrical, mechanical, and structural consultants to collaborate on furniture plan designs; provide direction as to ministry and client needs; and exchange information
- furniture dealers and vendors to provide guidance, coordinate work; negotiate prices and timelines; interpret tender documents; inform of standards and quality requirements; and exchange information
- building owners, landlords, and tenant service providers to coordinate activities; resolve issues; and negotiate solutions relating to furniture plans
- contractors (e.g., installation and moving companies) and design consultants to provide guidance; review work; negotiate; exchange information; and resolve issues pertaining to provision of products or services

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#)).

Not applicable