

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Facilities Coordinator

Requested Class

Program Services 2

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Financial Services/Business Services/Accommodation

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Capital Planning

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the manager, Capital planning, the facilities coordinator is responsible for and provides a broad range of furniture (including ergonomic) and accommodation services for the Ministry of Justice and its entities. This includes offices in Edmonton, Calgary and regional locations across the province. This position provides technical expertise to all staff of the department related to furniture and is responsible for supporting the ministry accommodation projects, capital projects and facilities improvements and supporting the development of the Ministry Capital Plans. The incumbent will collaborate and work along side the senior accommodation planners, the parking coordinator and the other facilities coordinator to ensure that Accommodations provides exceptional service to the ministry's internal and external stakeholders. The incumbent will be required to develop, assist and oversee the professional delivery of low complexity accommodation and furniture projects, plan and coordinate moves, and to meet the needs of the ministry. This position will also work with the ministry parking coordinator position for parking support, cover off, policies and standards and, solutions and recommendations for more complex parking issues.

Responsibilities

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

Under the direction of the planning manager the incumbent is responsible for:

- Consultation with the stakeholders, senior accommodation planners and Infrastructure representatives to identify furniture requirements, assist vendors with layout options and provide recommendations for recycled or re-purposed furniture to support the effective use of ministry-occupied space in accordance with Government of Alberta (GoA) standards and guidelines. Incumbent must be able to travel between sites/locations as site visits will be required. The facilities coordinator will work independently on simple projects or in support of the senior accommodation planners on more complex projects related to the following:

Furniture Activities:

- Initiate and implement necessary furniture requests in accordance with approved budget processes and government standards established by Alberta Infrastructure (INFRA).
- Identify scope and specify furniture needs including location requirements, staffing information, security needs, architectural, electrical, heating, ventilation and air conditioning (HVAC), mechanical, ergonomic needs and other special physical requirements.
- Investigate and identify cost estimates and funding sources.
- Negotiate proposed furniture accommodation solutions, assess potential impacts of furniture options on program delivery and consult with ministry management and other internal and external stakeholders.
- Identify and negotiate the implementation of innovative solutions to resolve unforeseen program changes and physical space constraints affecting furniture.
- Following the processes in place, submit furniture requests electronically in the Furniture Work Order Request Tracking System (FWORTS) to INFRA for review and approval.
- Work with furniture vendors to create furniture layouts for review and approval, reviews furniture vendor quotes for accuracy.
- Inform ministry management and work site contacts regarding the status of approved furniture requests including obtaining financial approval from ministry expenditure officers.
- Work in collaboration with INFRA Property Management to ensure all furniture projects are approved by the landlord and building operators and wiring capacity or HVAC issues have been addressed.
- Provide ongoing status of furniture requests, through the FWORTS system.
- Meet furniture time lines and coordinate sign-off acceptance with ministry representatives on completion of project, after addressing deficiencies.
- Provide comprehensive research, analysis and project management support to the Accommodations team. This position independently manages the planning and implementation of low complexity small tenant improvement project requests, provides AutoCAD drawing services to the unit, coordinates staff moves, creates project documentation and supports the senior accommodation planners on both small and large tenant improvement projects.

Accommodation Activities:

- Collaborate with clients to gather information and negotiate or propose innovative and cost effective solutions.
- Develop project scope based on location requirements, staffing information, security needs, architectural, electrical, HVAC, mechanical and other special physical requirements.
- Work in collaboration with senior accommodation planners and INFRA accommodation planners to ensure that all projects are approved by the INFRA Property Management, landlords and building operators and wiring capacity or HVAC issues have been addressed.
- Develop move lists and other pertinent documents to invite moving contractors to bid on work.
- Complete necessary steps for project implementation including but not limited to:
 - Obtaining financial approval from ministry expenditure officers
 - Conducting site walk throughs with contractors and movers and tenant service providers or total property managers
 - Reviewing and negotiating vendor bids
 - Recommending award of contracts
- Provide ongoing status updates to senior accommodation planners and site contacts on small projects and moves.
- Meet furniture time lines and coordinate sign-off acceptance with ministry representatives on completion of project, after addressing deficiencies.
- Coordinate with Service Alberta and site contacts to pick up surplus items within necessary time frames. Assist senior accommodation planners with redeploying reusable furniture items.

- Coordinate with site contacts to ensure that they have submitted telecom move requests to the Justice telecom specialist, computer move requests through BERNIE requests and that they are aware of their responsibilities.
- Coordinate moves with building management to ensure access to freight elevators, loading docks and site building.
- Advise administration of move change for space change notices.
- Investigate and identify cost estimates and funding sources.
- Track and document progress of projects to inform management and clients.
- Assist the planning manager with lease renewal distribution and time lines.
- Assist in maintaining site visit requests.
- Assist with space verification and space change notices.
- Gather, investigate and research the accommodations of the various ministry locations throughout the province and report to the planning manager on their findings to assist with the strategic accommodation plans for the ministry.
- Assist and provide support in the development and implementation of innovative short and long-term accommodation strategies and solutions in support of client and corporate business plan objectives.

Strategic Activities:

- Gather, investigate and research the ministry's programs and areas throughout the province and report to the planning manager on their findings to assist with the strategic accommodation plans for the ministry.
- Conduct inspections in various buildings throughout the province to ensure program delivery space is well utilized and functional as well as develop initial solutions to review with managers and clients to address problems encountered on site.
- Identify changes to the floor plans and provide to administration for updating.
- Provide information and assist in the development of new and revised policy, standards and processes.
- Research and provide support in identifying potential opportunities to reduce government costs associated with accommodations through lease terminations, elimination of underutilized space or the creation of new partnerships between program areas to ensure more effective use of space and resources.
- Research the feasibility of proposed accommodation solutions by soliciting information and technical advice from other stakeholders.

Parking:

- Creative solution development for parking challenges. Provide strategic consistency for ministry staff and program moves, new programs, and projects for parking.
- Provides a strategic focus working with internal and external stakeholders for internal process, guidelines and standards ensuring parking allocations and solutions are consistent.
- Works with parking coordinator on parking requirements and may conduct parking audits as required.
- Provide back-up assistance to the parking coordinator.
- Understand and implement the Treasury Board and Finance Parking Policy, Ministry Parking Policy and with INFRA to maintain parking allocations throughout the province for the ministry.

Provide updates and information as required to the planning manager.

Problem Solving

Typical problems solved:

Problem solving activities include:

- Providing options for furniture requirements by developing.
- Providing furniture options for projects, functionality and to meet the furniture need (i.e. ergo, new standards).
- Including furniture requirements to accommodate new hires and or additional staff with limited space, tight timelines and zero budget.
- Leveraging furniture from INFRA Recycle Program or Service Alberta's Surplus program.
- Utilizing the INFRA space and furniture standards and guidelines and ergonomic standards, procurement process and standing offer furniture process to assist in these tasks.
- Utilizing other processes, such as FWORTs and WORTs requests may be viable options.
- Assisting in the development of options and solutions for parking challenges and requirements.

Types of guidance available for problem solving:

[Unit SOPs](#)
[Infrastructure and SA SOPs](#)

Unit manager and Senior Planners

Direct or indirect impacts of decisions:

Direct impacts of decisions include

- project delays or escalation to senior leadership.
- Ministry staff not having suitable furniture (i.e. ergonomics, duty to accommodate)
- Risks of inadequate facilities and accommodations affects all areas of the ministry as well as the public who rely on effective Justice services.

Key Relationships

Major stakeholders and purpose of interactions:

The position must interact with stakeholders and various levels within the ministry to discuss, negotiate and problem-solve low complexity accommodation issues.

The facilities coordinator must determine when and how to engage with stakeholders from other ministries (INFRA, Service Alberta), with private vendors and contractors as well as with members of the public.

- A related University Degree or Technical School Diploma (e.g. Project Management, Planning, Interior Design or Architecture). Experience working in AutoCAD is an asset.
- This position affects and supports all of the core business goals in the ministry business plan.
- This position interacts with program area contacts and stakeholders on an ongoing basis to discuss detailed accommodation requirements (example: furniture and small renovation projects) and must ensure that the work aligns with the overarching goals of the ministry. This is required for a variety of sites unique to the ministries across the province.
- Ministry subject matter expert for furniture and the single point of contact for furniture requests/projects.
- Promotes both Surplus and Recycle Furniture Programs and works closely with senior accommodation planners, INFRA and Service Alberta Furniture Program areas.
- Furniture and accommodation solutions developed, supported and promoted by this position directly impact program delivery and operational budgets along with INFRA's Accommodation, Capital and Property Management budgets.

The position requires the ability to operate in an ever-changing environment. Leadership, political and re-organizational changes as well as staff churn impact accommodations.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Other

2nd Major/Minor if applicable

Public Administration

Designation

If other, specify:

Project Management, Planning, Interior Design or Architecture

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

Knowledge

- Sound understanding of the strategic directions and priorities, as well as the processes of the ministry, government and other key stakeholders.
- Knowledge of AutoCAD and the ability to review drawings submitted by the furniture vendors and consultants.
- Basic knowledge of the Ministry of Justice.
- Basic knowledge of government policies and standards relating to furniture and accommodations.
- Knowledge of GoA accommodation standards, parking directive and, standing offers with furniture vendors would be an asset.
- Knowledge of technical aspects of accommodations (architectural, mechanical, electrical, telecommunications, building codes and ability to read floor plans).
- Understand the technical aspect of furniture, including how to assemble, disassemble, reconfigure, modify, ensure compatibility with alternate products and ergonomics.
- Knowledge of WORTS, Building Land Information Management System (BLIMS), Online Parking Request and Administration (OPRA) system would be an asset.
- Good understanding and knowledge of Microsoft Project, Word, Excel, TEAMS, Microsoft 365, PowerPoint; and Adobe Professional, with a strong ability for the use of Excel.

Skills and Abilities

- The ability to develop new approaches to address emerging issues and develop solutions for both the ministry's immediate and long-term furniture space and parking needs.
- Ability to understand, research and explore creative solutions for furniture, moves and parking challenges with limited or zero budget and tight time lines.
- Prioritize and manage competing priorities and pivot between emerging issues and day to day requests (i.e. new program announcements/requirements, ministry reorganization).
- Strong leadership, team and interpersonal skills - ability to promote teamwork, collaboration and partnership at all levels.
- Be able to work in a proactive, collaborative and integrated fashion to support ongoing project and key initiatives. Team player and clear communication and critical conversations to ensure the clients needs are met.
- Required to build internal and external networks by working closely with facility accommodation planners, parking coordinator and supervisor. Also, INFRA and Service Alberta contacts, client ministry stakeholders and contacts.
- Well-developed analytical, strategic thinking, decision making, organizational and time management skills.
- Strong project management, resource management, networking, client-relationship and negotiation skills.
- Strong verbal and written communication and active listening skills as well as the ability to understand client needs.
- Required to achieve results on priorities despite ambiguity in process, evolving challenges, limited funding and tight time lines.
- Continue to seek learning opportunities for development and growth. Self learning for processes, guidelines and standards. Shares and educates team members and client contacts on processes, policies and standards for furniture, moves, procurement process, and parking policy and standards.

Work Experience and Education

- A related University Degree or Technical School Diploma (e.g. Project Management, Planning, Interior Design or Architecture). Experience working in AutoCAD is an asset.

Minimum Recruitment Standard:

- University graduation in a related field; no experience required; or equivalent as described below.

Equivalency: Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education.

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		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning 	

		<ul style="list-style-type: none"> • Collects breadth of data and perspectives to make choices 	
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Systems Administrator INFRA
 Consultation Officer IR

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature