

<b>POSITION TITLE: FACILITIES &amp; INFRASTRUCTURE COORDINATOR</b>	<b>POSITION NUMBER:</b>
<b>SERVICE AREA: HR and Infrastructure Service</b>	<b>PROGRAM AREA: Facilities</b>
<b>REPORTS TO: Manager IT and Infrastructure</b>	<b>REVIEW DATE: April 1, 2014</b>
<p><b>PURPOSE OF POSITION:</b> To ensure the efficient operations and maintenance of all Health Unit buildings by coordinating the daily facilities and infrastructure requirements of the health unit, performing building maintenance duties, coordinating property issues, monitoring janitorial services, coordinating tenders/RFP's and subsequent evaluations/rankings, managing multiple projects to completion, monitoring building operations systems and checking/maintaining building equipment and performing hands on handyman, maintenance and repair work as required. This includes assisting head office and branch offices with maintenance issues as required. Coordinates the work flow of the Facilities Operator, contractors and consultants. Required to be on the afterhours on-call roster for Facilities and Infrastructure through a rotating assignment with the Managers/Supervisor in the service area.</p>	
<p><b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b></p> <p><b>Education:</b> One year Community College Diploma/Certificate in a relevant discipline directly related to Building Sciences, Facilities and Infrastructure or equivalency as determine by Service Area Director.</p> <p><b>Related experience:</b> Minimum of 3 year's relevant experience in Infrastructure and Facilities coordination with demonstrated experience in project, construction and contract proposal, tendering and evaluation management or equivalency as determined by Service Area Director.</p> <p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Intermediate ability to research and assess vendor suitability and get best price and value</li> <li>• Intermediate knowledge of office generator operation, including optimum running capabilities and Preventative Maintenance</li> <li>• Intermediate skills in Microsoft Office</li> <li>• Intermediate knowledge of HVAC for monitoring systems warnings and irregularities</li> <li>• Intermediate organizational skills and the ability to prioritize work and provide troubleshooting of office issues</li> <li>• Intermediate operating knowledge of fire extinguishers, building automation, panic alarms and security systems</li> <li>• Intermediate knowledge of building locking systems</li> <li>• Intermediate time management skills, with ability to prioritize work and meet deadlines</li> <li>• Demonstrated project/program management skills</li> <li>• Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district</li> <li>• Able to work independently within established parameters and to function effectively as a member of a team</li> </ul>	
<p><b>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):</b></p> <p><b>Provide building maintenance and property issues support</b> <span style="float: right;"><b>Ave. % of time: 70%</b></span></p> <ul style="list-style-type: none"> <li>• Ensures effective monitoring and checking of all offices building equipment by facilities staff such as, HVAC, fire safety alarm, locking/unlocking of doors, natural gas, generator, H &amp; S items, summer and winter maintenance and conducts daily walkabout of exterior and interior of head office.</li> <li>• Provides trouble shooting for building equipment problems and requests services and assistance where required and coordinates the effective resolutions</li> <li>• Performs general building inspections looking for conditions not consistent with normal operations and initiates corrective actions.</li> <li>• Performs general housekeeping, maintenance and handyman duties through a variety of repairs such as carpentry, furniture and equipment</li> <li>• Ensures walkways, ramps and stairs are clean and kept safe at head office</li> </ul>	

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY): Continued.....**

- Required to move furniture and lift boxes
- Assesses building system malfunctions and provides follow up for immediate action
- Assigns, monitors and coordinates all trades personnel and their work
- Coordination and assignment of help desk tickets including Health & Safety tickets and their successful resolution
- Determines equipment requirements and ensure facilities responds to repair, maintenance issues in a timely manner
- Coordinates maintenance and facility issues with landlords and other tenants.
- Coordinates and ensures effective janitorial cleaning and monitoring and contracts in all offices
- Coordinates on-site and off-site storage facilities
- Coordinates all building services requests, responding in an efficient and timely manner
- Monitors the building automation system for the mechanical systems, where applicable
- Conducts regular testing of the emergency power systems, generators and emergency lights
- Monitors all security systems, ensuring all staff have an access card
- Assisting in monitoring/coordinating offices closures especially in anticipation of or during adverse weather conditions throughout Simcoe Muskoka during normal business hours Monday to Friday.

**Arrange for equipment maintenance and maintains equipment** **Ave. % of time: 10%**

- Arranges for required unscheduled and schedules maintenance/service as required for all offices

**Coordinates projects to successful completion and conducts evaluation activities** **Ave. % of time: 20%**

- Coordinates the work of general contractors during renovation projects to ensure completion within budget
- Liaises and works with project consultants
- Assists in space planning for minor renovations
- Drafts requests for proposals for contracted services, obtaining quotes for contracted services from contractors and suppliers, reviews quotes and provides recommendations for acceptance to manager.
- Acts as project lead when requested and accordingly coordinates renovations and office moves
- Coordinates assigned projects to completion

**Contribute to team and agency effectiveness**

- Works collaboratively as a member of the team; contributes to positive team functioning
- Assists service, program and functional units in carrying out their mandates
- Demonstrates commitment to, and functions in a way that is consistent with, the Agency mission, vision, values and strategic directions
- Respects and ensures confidentiality in all work performed on behalf of the Agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Participates on Agency-related committees as assigned
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

*This position description is an overview of the general requirements normally associated with the position; therefore, is not inclusive of all of the duties and responsibilities required or associated with this position. Accordingly, management reserves the right to add/change the position requirements from time to time as Agency conditions dictate.*

**CONTACTS & COMMUNICATION:**

**Internal:** Director, HR and Infrastructure; Manager, IT and Infrastructure; Facilities Operator; agency staff

**External:** Contractors/trades/vendors/tenants and consultants

**RESPONSIBILITY FOR RESOURCES:**

**Staff:** Provides functional/technical guidance to staff related to property issues

**Financial:** Provides pricing input re costs, changes for budgeting purposes. Prepares requisitions and tenders for approval to the Manager of IT and Infrastructure.

**RESPONSIBILITY FOR RESOURCES: Continued...**

**Information:** Provides annual records for fire extinguishers and fire alarm system exercises. Inspects and records weekly/monthly/annual exercise of natural gas generators. Provides and records monitoring of mechanical, ventilation and electrical systems.

**Materials & Equipment:**

Troubleshoots office equipment with attempt to resolve problem. Place services and maintenance calls as required. Ensures annual test for fire extinguisher system at the head office and when and where required in branch offices.

**EFFORT REQUIRED:**

**Mental:**

- Considerable attention to detail for monitoring and checking building equipment; (e.g. building equipment for irregularities, monitoring computer software for smart system of facilities (e.g. HVAC systems))
- Varied volume of work
- Interruptions related to receiving tasks and multiple demands. Responds to irregularities that may arise with the building maintenance systems

**Physical:**

- Moderate lifting of boxes/supplies, moving office furniture, boxes, plus climbing ladders; involves heavy weight (over 35 pounds)
- Limited confined sitting at workstation
- Moderate manual dexterity for keyboarding

**WORKING CONDITIONS SPECIFIC TO POSITION:**

- Most work is performed in an office environment.
- Limited exposure to adverse conditions (i.e. cold, dirt, dust)
- Limited exposure to potential health & safety hazards (i.e. chemical cleaning substances)
- On-call roster and limited overtime is required
- Moderate travel to branch offices is required

I have read the Position Description and understand the duties and responsibilities as assigned.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Position Approvals:**

**DIRECTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Director Human Resources and Infrastructure Service

**MOH/CEO SIGNATURE:** **Original document signed by Dr. C. Gardner, MOH**  
**DATE:** \_\_\_\_\_

**POSITION HISTORY:** April 2014 new position.