#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Design Technologist Assistant

**Job Number:** A-413 | VIP: 1651

**Band:** OPSEU-5

**Department:** Facilities Management

**Supervisor Title:** Project Manager

**Last Reviewed:** April 9, 2021

#### **Job Purpose:**

The Design Technologist Assistant provides project management assistance to the Capital Project Managers for minor capital construction and renovation projects for the university. This includes Auto CAD programming and design, updating the data in the space database (Archibus) and providing both electronic and paper records management.

#### Key Activities:

##### Project Management

* Assist Senior Project Managers with CAD Drawings, record keeping and database updates.
* Provide project management duties such as contacting contractors to obtain quotes for small renovation projects as well as signage replacements.
* Assist the purchasing department to develop project request for proposals (RFP’s), request for expression of interest (RFEI) and/or project tender documents.
* Review building contract documents and drawings for accuracy and compliance with University’s project requirements prior to tender or start of work.
* Provide feedback as needed to design team, building users, contractors and sub-contractors on any revisions to scope of work.
* Ensure that relevant regulations, standards and by-laws are adhered to pertaining to any aspect of legislation directly or indirectly impacting a project such as, City Building Department, City Fire Marshall, ORCA, WSIB, WHMIS, TSSA, ESA, AODA, OBC, MOL, MNR, MOECP, TSW, CFIA, etc.
* Maintain effective relationships with University stakeholders including academic departments, researchers, student groups, and ancillary operations (athletics, housing, conferencing, security & parking, etc.).
* Identify user’s needs and educate them about project planning and implementation processes.

##### Space Planning

* Consultation with various departments within the University, to understand, analyze and plan for space requirements and functional needs.
* Use the university’s space database to ensure space usage complies with MTCU, COU and/or university standards.
* Respond to requests for information from MTCU, COU, University and community stakeholders, etc. about the inventory of existing and proposed space and prepare reports to communicate findings and recommendations.
* Develop working drawings that include architectural, electrical, fire safety and mechanical details.
* Make recommendations with respect to flooring, furniture, finishes and ensure that colour and quality standards are maintained.

##### Records Management

* Update the University’s drawing database and ARCHIBUS to accurately reflect completed renovations.
* Convert consultants’ drawings to Trent’s drawings standards for internal use and efficient interface with ARCHIBUS.
* Maintain hard copy architectural, mechanical and electrical drawing files and related specification files.
* Maintain current inventory for carpeting, paint and other building product materials.

##### Signage and Way Finding

* Maintain the University way finding system.
* Responsible for design, drawing lay outs and engaging required sign contractors.
* Ensure compliance with AODA standards.
* Design room numbering/naming framework.
* Provide input to University Departments with respect to map development.
* Supervision of sign contractors during production and installation.
* Obtain quotes from sign contractors and assist with processing payments.

#### Education Required:

* Architectural Technologist, Engineering Technologist or Interior Design Diploma (3 year) required or Honours University Degree (4 year) in a technical or business related field is preferred
* Project Management Professional (PMP) preferred
* Completion of Ontario Building Code Examinations (BCIN) preferred

#### Experience/Qualifications Required:

* Minimum one (1) year of relevant building construction industry experience.
* Proven proficiency in AutoCad, Excel, Adobe Creative Suite, and Revit.
* Preference given to those with experience with MS Project and ARCHIBUS software.
* Preference given to those with experience developing and maintaining project budgets, and related financial matters pertaining to project planning and implementation.
* Preference given to those with experience working with various legislation such as, Ontario Building Code, National Fire Code, National Fire Protection Act, Occupational Health and Safety Act, Ministry of Environment Regulations, Ministry of Labour and the Construction Lien Act and other relevant codes and regulations.
* Valid Class ‘G’ Drivers License.

#### Supervision:

* Supervise and direct the activities of student employee
* Indirect responsibility for general contractors; sub-trades (mechanical, electrical, roofing, signage, etc.)

#### Working Conditions:

##### Physical Environment

* Office-based setting, involving collaboration with business and operating units within the University

##### Psychological Environment

* Stress related to the management of time-sensitive projects
* Confidentiality - working with sensitive project information
* Multiple competing demands
* Maintenance of internal and external partner relationships

**Job Evaluation Factors:**

##### Responsibility for the Work of Others

Indirect Responsibility

* General contractors; sub-trades (mechanical, electrical, roofing, signage, etc.)

Direct Responsibility

* Student

##### CommunicationInternal:

* University faculty, staff and community members

External:

* General contractors
* Consultants including architects, engineers, electrical, mechanical, etc.
* City Officials- Building, Planning, Engineering, to ensure compliance with municipal codes and legislation
* Suppliers

##### Motor/ Sensory Skills

* Fine Motor Skills and Dexterity - Drafting and design requires accuracy, eye-hand coordination
* Keyboarding Skills - Data Entry
* Gross Motor Skills - Filing large drawings in drawings room.
* Visual Accuracy - Drafting design visual focus and accuracy, keyboarding

##### Effort

Mental:

* Long periods of visual attention and sustained concentration - Input and verify accuracy and completeness of various types of data, compiling information from various mediums into database with frequent interrupts.
* Ability to self-regulate under stressful and demanding circumstances.

Physical:

* Prolonged periods of sitting
* Walking to various points all over the campus to meet clients

##### Working Conditions

Physical:

* Office-based setting, involving collaboration with business and operating units within the University
* Fatigue – frequent interruptions, periodic re-prioritization of work required
* Project Site Visits – unpredictable site conditions, exposure to dust, fumes, noise, inclement weather, etc.

Psychological:

* Stress related to the management of time-sensitive projects
* Confidentiality - working with sensitive project information
* Multiple competing demands
* Maintenance of internal and external partner relationships