#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Design Technologist

**Job Number:** SO-133 | VIP-1306

**Band:** OPSEU-9

**Department:** Facilities Management

**Supervisor Title:** Director, Campus Planning & Development

**Last Reviewed:**  February 16, 2021

#### **Job Purpose:**

The Design Technologist provides project management for minor capital construction and renovation projects for the university, from programming and design through construction and closeout. This position is responsible for analyzing the space required for the functional needs expressed by the organization and provides recommendations to optimize space usage for academic, ancillary, teaching, research, and residential purposes within the university.

#### Key Activities:

##### Project Management

* Assist Senior Project Managers with capital projects as required.
* Provide project management for minor capital construction and renovation projects, from programming and design through construction and closeout.
* Work with 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 the University’s project requirements before tender or start of work.
* Provide feedback as needed to the design team, building users, contractors, and sub-contractors on any revisions to the scope of work.
* Ensure that relevant regulations, standards, and by-laws are adhered to in collaboration with the relevant authority having jurisdiction on 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, MOE, TSW, CFIA, etc.
* In conjunction with facilities management Administration Manager and the Department of Finance assist in the preparation of capital audit statements for MTCU/Board approval as they relate to approved Capital Programs; Government grants or programs (FRP, CRP etc.), etc.
* Assist with the deferred maintenance database to reflect work completed through managed projects.
* Build and maintain effective relationships with University stakeholders including academic departments, researchers, student groups, and ancillary operations (athletics, housing, conferencing, security and parking, etc.).
* Identify user’s needs and educate them about project planning and implementation processes as well as manage and respond to expectations within the project budgetary framework.

##### Space Planning

* Consultation with clients, faculties, deans, and other senior management within the University, to understand, analyze, and plan for space requirements and functional needs.
* Provide recommendations to optimize space usage and assignment for academic, ancillary, teaching, research, and residential purposes within the university.
* 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.
* Sit as Trent’s representative on the COU Space Standards Committee.
* Continue to develop the scope and functionality of the University’s Space Standards Committee.
* Make recommendations on the University Space Management framework based on current institutional space usage best practices.
* Develop working drawings that include architectural, electrical, fire safety, and mechanical details.
* Make recommendations with respect to flooring, furniture, and finishes to ensure that colour and quality standards are maintained.

##### Records Management

* Update the University’s digital drawing database and space database (ARCHIBUS) to accurately reflect completed renovations.
* Develop and expand the scope of the ARCHIBUS software to take advantage of the full functionality available.
* 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 building product materials.

##### Signage and Way Finding

* Maintain the University way-finding system.
* Responsible for design, drawing layouts, and engaging required contractors.
* Ensure compliance with AODA standards.
* Design room numbering/naming framework.
* Provide input to internal parties concerning map development.
* Supervision of sign contractors during production and installation.
* Obtain quotes from sign contractors and process 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.
* Project Management Professional (PMP) preferred.
* Completion of Ontario Building Code Examinations preferred (BCIN).

#### Experience/Qualifications Required:

* Minimum (4) years of building construction industry experience within a major institutional sector(s), such as post-secondary education, medical, commercial, multi-unit residential or consulting service industry required including experience managing multiple projects within the construction industry.
* Experience developing and maintaining project budgets, and related financial matters of project planning and implementation.
* Proven experience with contract administration procedures as they relate to multi-faceted construction projects.
* Demonstrated experience in approving and processing change orders (CO’s), site instructions (SI’s), requests-for-information (RFI’s), payment certificates, progress draws, holdbacks; substantial completion criteria, etc.
* 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.
* Experience applying space analysis principles.
* Proven proficiency in Excel, Word, MS Project, Adobe Creative Suite, AutoCad, Revit, ARCHBUS software.
* Valid Class ‘G’ Drivers License.

**Job Evaluation Factors:**

**Supervision:**

* Supervise and direct the activities of student employees
* 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
* Fatigue – frequent interruptions, continuous re-prioritization of work
* Project Site Visits – unpredictable site conditions, exposure to dust, fumes, noise, inclement weather, etc.

##### Psychological Environment

* Stress related to the management of time-sensitive projects
* Constant interruptions - walk ins (students, faculty, public), telephone calls and emails
* Confidentiality - working with sensitive project information
* Multiple competing demands
* Maintenance of internal and external partner relationships

##### Responsibility for the Work of OthersIndirect Responsibility

* General contractors; sub-trades (mechanical, electrical, roofing, signage, etc.)
* Facilities Management designated project staff as required

Direct Responsibility

* Students

##### Communication Internal:

* University faculty, staff and community members

External:

* General contractors
* Consultants including architects, engineers, electrical, mechanical, etc.
* City Officials- Building, Planning, Engineering, Legal, ORCA, to ensure compliance with municipal codes and legislation
* Provincial Agencies- MOE, MNR, MTCU, TSW, MPAC, MOL
* 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 media into database with frequent interrupts.
* Ability to self-regulate under stressful and demanding circumstances.
* Multiple competing demands and deadlines.

Physical:

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

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