



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## SPACE PLANNING COORDINATOR

<b>Job ID</b>	<b>39284-9666</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=39284-9666">https://careers.indigenous.link/viewjob?jobname=39284-9666</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2021-07-05	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Responsible for drafting, managing and modifying the master AutoCAD building drawings, associated space inventory database, construction standards and project design archive records related to all University-owned facilities in order to support the University's capital improvements during planning and design stages, which is critical to reducing risk factors and mitigating excess costs incurred by the University during construction projects. Also responsible for applying construction standards and principles to design, create and modify detailed building drawing schematics using computer drafting software to support Facility Services and construction trades during renovation projects. This includes providing expertise of the Ontario Building Code and other relevant legislation as it pertains to development of capital improvement projects.

#### Representative Duties & Responsibilities

- Provide on-field support by verifying as-built conditions on construction sites against received construction project close-out documentation.
- Modify and create master AutoCAD building drawings to reflect verified physical site conditions to support building operation and maintenance efforts, as well as future capital improvement projects.
- Design, create and modify detailed building drawing schematics using computer drafting software (i.e. AutoCAD and/or Revit) to support Project Managers and trades staff during the planning and design stages of renovation projects.
- Develop and create various building drawing schematics for use by internal units for a variety of situations (i.e. capital improvement planning, maintenance and operation, joint health and safety committee work, Faculty/department operating budget development, etc.)
- Review and analyze project designs to ensure compliance with the University's space standards as well as governing legislation.
- Provide technical information regarding buildings and campus lands.
- Research, develop and manage best-practices for AutoCAD drawing standards, IWMS processes, and construction project documentation archiving.
- Liaise with capital improvement project stakeholders on an ongoing basis, communicating expectations related to the Universities space and construction standards.
- Manage requests to share digital archive documents through a cloud-based collaborative platform (i.e. SharePoint) with external consultants.
- Publish and sync updated master AutoCAD building drawings to the space inventory database

using integrated workplace management systems (IWMS), such as Archibus.

- Update and maintain IWMS (i.e. Archibus) space inventory database as spaces are created, deleted, and modified, based on various metrics such as area, type, usage, ownership, and so forth, to support activities such as development of annual operating budgets, reporting to the Council of Ontario Universities Committee on Space Standards and Reporting, and supporting capital investment and funding opportunities for the University.
- Manage Faculty/department space change requests.
- Meet with Faculty/department heads to review space inventory annually.
- Research, develop and manage the Universities Construction Standards across all major disciplines (i.e. architectural, mechanical, electrical, civil, landscape, etc.).
- Review with other Facilities Divisions (Maintenance, Operations, etc.) to develop and write design and construction specifications for use in future maintenance and capital improvement projects.
- Research, develop and write design guidelines for key areas of focus such as accessibility (AODA).
- Develop and deliver reports, proposals, presentations to University governing bodies as well as external units (i.e. Council of Ontario Universities).
- Archive both physical and digital versions of project as-builts, operation and maintenance manuals, balancing and commissioning reports, warranty letters and other project closeout documentation; scan and create digital copies when digital versions are unavailable.
- Manage and update cloud-based digital archive, ensure documents are properly located, tagged and accessible to Facilities personnel.
- Organize and maintain physical archive room, ensure documents are properly located and easily accessible to Facilities personnel.
- Provide training to others on the use of computer drafting software and IWMS software.
- Plan and coordinate work for casual employees to assist with field verification, data input, tagging and archiving construction project records.
- Remain current with design practices, drafting standards, and construction techniques.

#### Supervision

- Ongoing responsibility for supervising 1-4 casual employees.
- Ensures adherence to quality standards and procedures for staff and external vendors contracted by the University.

#### Qualifications

- 3-year Community College diploma in Architectural Technology or related field.
- Requires 5 years of relevant experience.

For more information, visit McMaster University for SPACE PLANNING COORDINATOR