



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:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

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Drawing & Occupancy Technologist I

Job ID	E7-32-8F-5D-EE-F8	
Web Address	https://careers.indigenous.link/viewjob?jobname=E7-32-8F-5D-EE-F8	
Company	BGIS	
Location	Ottawa, Ontario	
Date Posted	From: 2019-07-02	To: 2019-12-29
Job	Type: Full-time	Category:
Languages	English	

Description

SUMMARY

The Drawing & Occupancy Technologist I provides support to various teams to meet project deliverables, supports transition of new accounts and provides reporting and analysis. Areas of responsibility include creation and maintenance of drawings (architectural, structural, electrical and mechanical) and support of Drawing & Occupancy tool for client base. The intermediate-level employee has demonstrated proficiency with entry-level job functions and responsibilities, and can teach these skills to others at the entry-level. This role is responsible for mentoring and coaching as required.

KEY DUTIES & RESPONSIBILITIES

Completes updates of day to day client requests and deliverables that reflect additions and changes of onsite conditions; ensure accuracy of input by undertaking verification activities with other personnel or by field visit; support project management, space management, move management, asset tracking, maintenance management as required by contract deliverables

Develop and complete drawings as per occupancy policies and procedures; sustain filing and drawing management protocols

Support site audit program by auditing and implementing changes

Ensure internal escalation of issues or potential risks are raised to Team Lead where required

Work to meet project commitments related to time constraints on deliverables and quality expectations (KPI's)

Seek continuous improvement opportunities that improve efficiency, benefit clients and other team members; keep abreast of technology changes and training requirements related to the role

Develop internal relationships and ensure appropriate communications/support is maintained; provide ongoing training and support for other team members, clients and global initiatives

Demonstrate effective and proactive communication and continuous improvement activities with internal/external stakeholders to ensure client satisfaction and Brookfield Global Integrated

Solutions success

Other duties as assigned

KNOWLEDGE & SKILLS

Knowledge of fundamental concepts, practices and procedures of particular field of specialization
Possesses and applies comprehensive knowledge of particular field of specialization to the completion, overview, and management of complex assignments

Minimum education: College Diploma - Technician (architectural, structural, electrical, or mechanical)

Demonstrated ability to work with CAD drawings and integrate it with other facility management software

Demonstrated software or programming skills in AutoCAD 2010

Knowledge of Revit &/or Microstation preferred

Strong comprehension of industry standards, details and specifications

Software proficiencies related to the assignment – MS Excel, Project, Word, PowerPoint, Outlook, etc. with ability to quickly learn new applications.

Effective interpersonal skills, especially communication (verbal / written)

Planning and organizing skills

Effective analytical and problem solving skills

Proactive and self-driven

Strong organizational, documentation and training skills

Licenses and/or Professional Accreditation

Driver's License

Autodesk, BOMA certifications would be considered an asset

Education Requirements

Minimum education: College Diploma - Technician (architectural, structural, electrical, or mechanical)

How to Apply

<https://trr.tbe.taleo.net/trr01/ats/careers/v2/viewRequisitionorg=BGIS&cws=60&rid=8879>