I. Level Definition

Positions at this level maintain liaison with user departments and contractors, to ensure that projects are completed according to plan.

II. Typical Duties

(1) Receives work requisitions from departments and determines resources required, e.g. trades or maintenance staff.

(2) Co-ordinates and schedules construction work among user departments, contractors, trades, and maintenance resources.

(3) Reviews project work to ensure adherence to building code, property code, time schedules and other facility requirements and reports departures from codes and/or schedules to supervisor.

(4) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from a recognized program in building technology plus three years' recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

(i) Ability to communicate effectively both verbally and in writing.

(ii) Ability to deal with others effectively.

(iii) Physical ability to carry out the duties of the position.

(iv) Ability to co-ordinate resources of assigned area.

(v) Ability to organize work.

(vi) Ability to operate related equipment.