

Job Class Profile: Accommodations Officer**Pay Level: CG-31 Point Band: 690-703**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	2	4	4	4	5	1	3	
Points	233	67	13	19	120	87	103	21	32	695

JOB SUMMARY

The Accommodations Officer is responsible for the accommodation of government employees, equipment, and resources.

Key and Periodic Activities

- Develops and analyzes government's program service delivery operations to determine and develop space program requirements, technical specifications, tender and contract requirements, and support services requirements.
- Provides advice on architectural floor plans, building support service layouts and construction cost estimates to departments for planning purposes. Develops requirements into technical specifications to translate into working drawings for accommodation procurement.
- Administers the tendering process and provides associated contract administration, construction, and inspection related to the acquisition of government leased accommodations.
- Advises government on reconfiguration projects in government owned buildings.
- Researches and determines municipal zoning regulations relative to the acquisition of leased space.
- Performs project management functions (i.e. operational and technical support service assessment, implementation of required building accommodations for client departments, etc.).
- Manages all aspects of moving client departments into newly acquired space (i.e. mitigates conflicts that may arise, provides advice and administration regarding lease contract deficiencies and possible remediation).
- Administers outside consultants and provides direction to in-house technical staff regarding the assessment of building capacity and building system design parameters (i.e. determines scope of work, manages renovations, etc.).
- Provides in-house consulting services to departmental divisions, government agencies, or outside consultants as required.
- Develops and assesses strategies directed towards client departments' operational security issues (i.e. building spatial designs, modular building systems layout, etc.).
- Performs reviews and prepares reports relating to existing government facilities utilization and recommends potential improvements.

Key and Periodic Activities

- Provides operational and technical recommendations relative to the development of guidelines and standards regarding aspects of government's accommodations and services incorporating regulatory compliance.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of building codes and accommodation practices (i.e. National Building Codes, Fire Life Safety Code, Building Accessibility Act, Occupational Health and Safety Regulations, Accessibility Act, Newfoundland and Labrador Office Space Standards, and National Fire Protection Standards)

Formal Education and/or Certification(s):

- Minimum: Diploma in Civil or Architectural Engineering Technology

Years of Experience:

- Minimum: 3-4 years

Competencies:

- Provides advice to others on how to solve a problem or issue.
- Writes simple letters, memos and other documentation (i.e. accommodation plans, tender documents, etc.).
- Proof reads, edits and formats a variety of documents.
- Strong research and analytical skills (i.e. analyzes technical drawings).
- Uses various computer software programs such as spreadsheets, word processors, presentation, and databases.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listening to information from others, asking questions, providing routine information and direction to others, and negotiating contracts/agreements.
- Communication occurs with employees in the immediate work area, Department/Group, in other departments and with supervisors, managers, suppliers, and professional advisors.
- Most significant contacts are Director/Supervisor, client departments, and landlords. Interactions include listening to gather information from stakeholders (i.e. departments, suppliers, and landlords), facilitating formal and informal meetings, and providing information and advice to technical staff.

EFFORT

Physical Effort

- Work demands do not result in considerable fatigue requiring periods of rest. Work provides the opportunity to stand and walk within the office environment.
- There is limited requirement for lifting or moving objects.

- Occasionally there is a requirement to perform site inspections of leased or owned accommodations, which involves climbing, bending, kneeling and stretching often in cramped or confined spaces.
- Constant fine finger/precision work is required while manipulating the computer and analyzing technical specifications and accommodation requests.

Concentration

- **Visual** concentration is constant when reading and maintaining spreadsheets and databases; writing/proof reading tender documents; preparing copies of floor plans and construction documents; and performing site inspections of accommodations.
- **Auditory** concentration is used on a regular basis when gathering information from landlords, contractors, or other service providers; and listening to directions/instructions from supervisor or client departments.
- Work is constantly impacted by **interruptions and multiple time pressures/deadlines** with a **lack of control over work pace** (i.e. tender submission deadlines, occupancy deadlines, emergency request from Departments, etc.).
- **Exact results and precision** are required when preparing technical specifications/drawings, tender documents, lease contracts, and detailed drawings and calculations.

Complexity

- Work typically involves tasks that are similar and require similar knowledge and skills.
- Problems tend to be diverse and involve a wide variety of responsibilities and situations, however, challenges can be addressed by following procedures and guidelines.
- The most typical challenge or problem is acquiring accommodations for client departments keeping in mind operational requirements, security issues, technical requirements, accessibility issues, etc.
- Co-workers, policies, procedures and guidelines exist to assist and address issues and challenges (i.e. National Building Codes, Fire Life Safety Code, Building Accessibility Act, Accessibility Act, Newfoundland and Labrador Office Space Standards and National Fire Protection Standards, etc.).

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed and controlled.
- Decisions can be made when issuing work orders, signing approval up to \$5,000.00 and giving directions to contractors, consultants, or suppliers.
- Supervisor's approval for expenditures over \$5,000.00 and changes to departmental or divisional policies or procedures is required.
- Work tasks involving the issuing of stop work orders or the releasing of confidential information (i.e. proprietary information from landlords or suppliers) are completed at the discretion and independent judgment of the position.

Impact

- Impacts generally affect immediate work area, department, outside the department, clients, and

the general public.

- Work activities impact equipment; information; material resources; health and safety; finances; facilities; and government image.
- Inaccurate information requirements in tender documents or technical specifications for accommodations can result in under estimating space requirements or the inaccurate assessment of building requirements (i.e. electrical, accessibility, etc..) resulting in inadequate accommodations for client department.
- In the event of a mistake or error the consequence is directly felt on departments requesting space, suppliers, and landlords.
- Legislation, policies, and procedures are in place to mitigate the impact of errors.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May be required to provide orientation and/or on-the-job training, and act as a technical advisor.

WORKING CONDITIONS

Environmental Working Conditions

- Required to wear protective safety equipment during site inspections of accommodations as per occupational health and safety requirements.
- There is a limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, other injuries, or partial disability.
- Occasionally exposed to dirt, dust, filth, or garbage, fumes, wet or slippery surfaces, dangerous heights, and awkward confining spaces.