

**Job Class Profile:            Program Planner****Pay Level:                            CG-34                            Point Band:                            742-765**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	2	4	5	5	5	1	3	
Points	233	83	13	19	150	108	103	21	32	762

**JOB SUMMARY**

The Program Planner is responsible for advanced technical and advisory work in the conceptual and detailed programming of all aspects of a building environment relevant to the provision of suitable accommodation for the functional and organizational needs of government departments.

**Key and Periodic Activities**

- Establishes and maintains records of organizational structure and space utilization needs of government departments through liaison with designated officials of government departments.
- Provides advice, tentative layouts, cost estimates to client departments to facilitate into firm guidelines for use in the development of detailed working documents for accommodation procurement or renovation.
- Manages and administers Government's inventory of systems partitions, furniture and associated components, parts and accessories through the life of computers and computer aided equipment.
- Develops and supervises the development of detailed plans, specifications, cost estimates and material lists for all work involving system partitions and systems furniture.
- Participates in the development of guidelines and standards for all aspects of Government's accommodation and ancillary systems and services, incorporating and consolidating requirements of relevant legislation, codes and standards.
- Conducts cost-benefit studies and analysis to determine relative economics of accommodation alternatives.
- Participates, as necessary, in the preparation of final work implementation documents; the tender and tender evaluation process; the contract administration and construction inspection for projects related to the provision of government accommodation.
- Implements and expands on the use of computer assisted drafting and design to the production and maintenance of as-built records of all building systems and space utilization for larger government buildings.
- Provides related in-house consulting services to other departmental divisions, government agencies or outside consultants as requested.

## SKILL

Knowledge
<p><b>General and Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>— 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).</li> <li>— Architectural design and related software</li> <li>— Tendering and tender evaluation processes</li> </ul> <p><b>Formal Education and/or Certification(s):</b></p> <ul style="list-style-type: none"> <li>— Minimum: Diploma in Civil or Architectural Engineering Technology</li> </ul> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: 3-4 years</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>— Provides advice to others</li> <li>— Analytical skills</li> <li>— Operates a computer to prepare documents</li> <li>— Computer assisted drafting and design</li> <li>— Writing and proof-reading documents</li> </ul>
Interpersonal Skills
<ul style="list-style-type: none"> <li>— A range of interpersonal skills are used to perform activities such as listening to gather information from stakeholders (i.e. departments, suppliers, and landlords), asking questions, providing advice and technical information and direction to others, facilitating formal and informal meetings and enforcing contracts/agreements.</li> <li>— Communication occurs with employees in the immediate work area, Department/Group and in other Departments including supervisors, managers, contractors, suppliers and professional advisors.</li> <li>— Most significant contacts are Director/Supervisor, client departments, and architects/engineers and systems suppliers.</li> </ul>

## EFFORT

Physical Effort
<ul style="list-style-type: none"> <li>— Work demands do not result in considerable fatigue requiring periods of rest.</li> <li>— Work provides the opportunity to occasionally stand and walk within the office environment.</li> <li>— Constant fine finger/precision work while manipulating the computer developing detailed plans, technical specifications and costs estimates.</li> <li>— Occasionally required to perform site inspections of leased or owned accommodations involving climbing, bending, kneeling, stretching, lifting and moving objects often in cramped or confined spaces.</li> </ul>

### Concentration

- **Visual concentration** is constant when reading and maintaining spreadsheets and databases; using computer assisted drafting and design in the production and maintenance of as-built records of all building systems and space utilization; writing/proof-reading tender documents; preparing copies of floor plans and construction documents; and performing site inspections of accommodations.
- **Auditory concentration** is regular when gathering information from landlords, contractors, or other service providers; and listening to directions/instructions from supervisor or client departments.
- There are **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 detailed plans, technical specifications/drawings, cost estimates and tender documents.

### Complexity

- Work typically involves tasks that are varied and require a range of skills.
- Problems tend to be diverse and involve a wide variety of responsibilities and situations. Many challenges can be addressed by following procedures and guidelines; however there are issues and problems that require problem definition and unique solutions.
- A typical challenge or problem relates to providing advice, tentative layouts, cost estimates to client departments to facilitate into firm guidelines for use in the development of detailed working documents for accommodation procurement or renovation.
- Policies, procedures and guidelines, legislation, technical standards and professional advisors are available to assist in addressing problems and challenges.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed and controlled.
- Decisions and recommendations are made when providing advice, developing technical guidelines, evaluating tenders and giving directions to contractors, consultants, or suppliers.
- Requires supervisory approval for major expenditures beyond predetermined limits and changes to policies or procedures.
- Participates in the development of guidelines and standards for all aspects of Government's accommodation and ancillary systems and services, incorporating and consolidating requirements of relevant legislation, codes and standards.
- Provides related in-house consulting services to other departmental divisions, government agencies or outside consultants as requested.

### Impact

- Impacts generally affect immediate work area, department, outside the department, clients, and the general public.
- Work activities impact equipment; systems and processes; information; material resources;

health and safety; finances; facilities; and government image.

- Inaccurate assessment of client needs and/or technical specifications for accommodations can result in under estimating space requirements resulting in inadequate accommodations for client department.
- In the event of a mistake or error the consequence is directly felt on client 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 to technical and clerical staff.

## **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, or minor illnesses. As well a limited likelihood of 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.