

## JOB DESCRIPTION

**Dept.:** Facilities

**Working Title:** Facilities Interior Designer (564)

**Date:** September 2008

**Job Class:** 14

### **PRIMARY FUNCTION:**

To provide technical support to Kwantlen Polytechnic University for renovations and refurbishment projects. To assist in the development of interior space requirements and standards, including selecting furniture; assist in planning, co-coordinating and overseeing renovations.

Under the general direction of the Manager Capital Projects this position will assist in developing and coordinating functions involving interior planning, scheduling and technical, contractual, and financial activities in the support of renovation project delivery, campus refurbishment and furniture acquisition and replacement. This position will be expected to interpret and comply with codes, regulations, by-laws and all other applicable legislation relating to facilities and will assist in developing policies related to areas of responsibility. Consultation takes place internally with administration, faculty, staff and students and externally with service contractors, inspection authorities and consultants. The Facilities Interior Designer exercises considerable independence of judgment and action in order to maintain project budgets and schedules for several projects simultaneously.

### **JOB DUTIES AND TASKS:**

1. Consults with faculty, staff and administrators to determine renovation requirements including space, furniture and layout needs, analyzes and evaluates plan to determine suitability and make recommendations for further action.
2. Reviews instructional and work area spaces to evaluate suitability for furniture layouts, functional alternations or renovations considering HVAC, lighting, location, size and work performed.
3. Creates floor plan and/or furniture layout plan options based on user needs, functionality and budget available.
4. Works with a variety of trades and professional functions to execute interior furniture and space planning alterations, ensuring completeness, accuracy and adherence to contract requirements.
5. Assume lead role in co-ordination of the review, preparation and processing of necessary forms and documentation. Assists in overseeing the review of drawings and specifications done by others for renovations, space planning and interior design projects including programming, code analysis, estimating, drawings, design specifications, tender documents, installation inspection and contract administration.
6. Updates and maintains existing building drawings, standards manuals and project records in both print and electronic forms.
7. Assist in the development of furniture, finishes, coatings, coverings and other building element standards.
8. Develops and maintains a computer-based system for inventory and condition data of furniture as well as the repair and maintenance of all furnishings. Develop methods of retrieval, delivery and control of furnishings in storage.
9. Prepares project status reports, change orders, compliance with contract specifications and prepare reports as required. Develops integrated project schedules.
10. Develops, and oversees planning cycles for furniture replacements, campus refurbishment and upgrades, painting and colour palette development and other campus curb appeal projects.
11. Develop life-cycle cost analysis to prepare recommendations to maximize furnishings operating life cycle.
12. Develop project designs from preliminary concepts.
13. Oversees trade, design and other professional personnel in the deployment of furniture and office layout, alterations or renovations projects. Ensures that work is completed to specifications.
14. Develops and implements moving and relocation plans.
15. Evaluates and analyzes options to maximize space utilization while meeting institutional requirements.

16. Monitors facilities space use and prepares recommendations to increase utilization both in operational changes and renovations.
17. Monitors renovation expenditures.
18. Liaises with representatives of other educational institutions to exchange professional advice and to determine cost, info and task sharing possibilities.
19. Supervise and direct consultants, vendors or contractors performing project and refurbishment work.
20. Provide technical support and training to Facilities co-workers on various aspects of renovation and furnishings maintenance, repair and life cycle analysis.

**SUPERVISION RECEIVED:**

Reports to the Manager, Capital Projects.

**SUPERVISION/DIRECTION EXERCISED:**

Provides direction to external consultants / contractors.

Provides training and technical support to Facilities co-workers.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

1. Control the dissemination of information.
2. Secure files and confidential information.
3. Operate office equipment such as computer, photocopier, fax machine, scanner, etc.

**FINANCIAL RESOURCES:**

1. Prepares purchase requisitions.
2. Prepare estimates for projects.
3. Monitors renovation and furniture expenditures and ensure projects are within approved budget values.
4. Reviews consultant / contractor invoices and recommends approval.
5. Sign for receipt of goods and services.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

**EMPLOYER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. A Bachelor's Degree in Architectural Design, Industrial or Interior Design or equivalent knowledge, training and experience.
2. Experience in facilities management, and/or construction, and/or interior design, and/or planning, layout design or architecture, preferably in the Post Secondary environment.
3. Two years experience and demonstrable proficiency in AutoCAD and other commonly used design software such as Google SketchUp, Adobe Photoshop, Illustrator or InDesign. Familiarity and experience working with computer programs and applications including Microsoft Office, Project, Visio, and Building Management Systems.
4. Demonstrable knowledge of the methods, practices, materials, tools and equipment used in the delivery of space planning, alteration and renovation projects as well as a strong understanding in related building systems including HVAC, lighting, life safety, communications and security.
5. Working knowledge of applicable building codes, fire and safety codes, by-laws, regulations and related legislation is desirable.
6. Experience dealing with external companies and professional service providers; ability to schedule, coordinate and oversee the efficient delivery of a variety of space planning, alterations and renovation contractors.
7. Demonstrated ability to compose complex business correspondence including documents, drawings and specifications related to the field.
8. Proven ability to maintain, manage and prepare drawings, graphs, spread sheets, Gantt charts and related reports.
9. Ability to read and interpret drawing package.
10. Proven ability to communicate effectively in English, both verbally and in writing. Proven ability to interact effectively with a wide and diverse community including administrators, students, faculty, employees, contractors, inspectors, engineers, architects.
11. Ability to deal with confidential matters pertaining to educational and human resource planning.
12. Current valid Driver's Licence.