

POSITION DESCRIPTION

Senior Designer

POSITION SUMMARY/PURPOSE

The Senior Designer oversees and executes in-house design projects including Capital Projects and renovations, ensuring adherence to budget, timeline and conservation principles. Role involves managing the entire design process, from initial project planning and detailed construction drawings to comprehensive contract administration services. The Senior Designer will also assess feasibility studies, building condition audits, budgets and construction methods and will ensure that all designs meet applicable standards, codes and guidelines. Additional responsibilities include maintaining facilities management drawings for all interior finishes and accommodations, attic stock/inventory of construction material, evaluating solutions proposed by external consultants, preparing technical specifications, coordinating with external vendors and suppliers and providing expert technical advice. Ongoing collaboration with the branch Designer's, Project Manager's and Operations and Maintenance staff is essential to uphold best practices and efficient project coordination.

DUTIES & RESPONSIBILITIES

1. Selects and manages external consultants, for the design of capital projects and renovations. Leads the review of consultant's proposed solutions and technical specifications and makes recommendations on design and specifications to ensure all new work is integrated with the overall implementation strategy of building improvements. Ensures that designs are in accordance with conservation principles and all applicable standards, codes and guidelines. Ensures proposed solutions are within budget allocation.
2. Responsible for the design of in-house renovations, alterations and relocations by preparing cost estimates, design drawings and technical specifications for tendering. Prepares scope of work for tendering and develops a preliminary construction schedule taking into account the operations of building, building occupants and fiscal year constraints. Follows-up on implementation and undertakes inspections during construction through to final completion. Ensures that work is completed as specified and meets all safety requirements.
3. Works closely with branch design staff (1) in coordination with the Director, Precinct Properties, by providing guidance and collaborating through all project phases from planning and feasibility to project execution and occupancy.
4. Examines existing site conditions and space requirements and recommends implementation strategies for improvement over short-term and long-term phased projects. Responsible for planning each improvement on a fiscal year basis, ensuring implementation needs are logical and budget reflects improvements over an extended period. Investigates and proposes solutions to

space management challenges including building condition, building standards, budgeting, interior design and planning strategies, construction methods, maintenance and operations.

5. Prepares scope of work for Request for Proposals (RFP) for retaining external consulting services, selects suitable consultants or contractors for approval, reviews/evaluates proposals and makes recommendations. Liaises with Procurement staff where applicable. Coordinates external and internal resources for development of a detailed program of requirements including preparation of budget, schedule and cash flow forecasts.
 6. Provides contract administration for major building projects and ensures adherence to restoration/conservation principles, policies and procedures. Monitors construction and undertakes regular inspections to ensure that projects are completed on-time and to high standards of quality. Informs the Director, Precinct Properties regarding contract disputes and acts as a resource at mediation and litigation hearings, as required. Maintains thorough and complete project documentation throughout the project's life cycle including as-built records for incorporation into master files & drawings.
 7. Develops and/or maintains interior and exterior building standards i.e. masonry, windows, wood finishes, construction methods, lighting, flooring, draperies, wall/ceiling finishes, hardware etc. and ensures building standards are observed and implemented in conjunction with annual building restoration/renovation projects. Standards must address environmental and energy issues with consideration of the building's master plan and conservation principles.
 8. Liaise with Precinct Properties staff and establish good working relationships with internal stakeholders. Liaise with various external stakeholders such as Provincial Government Agencies, Ontario Heritage Trust, Heritage Toronto, and City of Toronto where required.
 9. Participates on the branch management team and ensures effective representation of project needs and concerns. Participates in the developing of the branch budget to provide input on the annual capital plan and non-recurring programs.
 10. Performs other related activities as required. Keeps up to date on related skill development in order to use any new technologies or processes as required.
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JOB REQUIREMENTS

Training/Knowledge:

- Requires a college diploma or bachelor's degree in interior design and a minimum of 4 years relevant work experience.
- Proven project management skills with exposure to leadership of team members, multi-project management and the ability to manage projects from the conceptual stage through design and construction.
- Must possess strong documentation and reporting skills, along with excellent oral communication skills.
- Strong competency in the preparation of design drawings and specifications, budgets and schedules

- Strong competency in reading and understanding construction drawings, shop drawings and diagrams. Knowledge of standards and guidelines for conservation of historic places.
- Requires proven competency in the application of relevant legislation including Ontario Building Code, Accessibility of Ontarians with Disabilities Act, electrical, fire, mechanical and plumbing codes. Including working knowledge of all applicable health and safety regulations.
- Requires a high-level of problem-solving and analytical skills and the capacity to provide authoritative and expert advice regarding space planning & building management.
- Requires exceptional AutoCAD skills (latest version) in the preparation of design documents and to support on-going Precinct Properties management planning/services.
- Requires advanced knowledge of Microsoft Office applications including Outlook, Word, Excel and Adobe Acrobat.
- Collaborative and professional work ethic.
- Exceptional time management skills and self-motivated with good organization skills to prioritize tasks and meet deadlines. Able to adapt to peak periods and changing priorities.

Judgement:

Under the general direction of the Director, Precinct Properties, the position follows various codes such as the building and electrical codes as well as legislation related to design and construction. The position has considerable latitude for decision-making in planning/managing design and construction projects and services. Decision-making and judgement are exercised in developing building standards for the Legislative Precinct, when determining priorities for projects and when setting priorities for individuals. Judgement is exercised when determining whether projects will be designed externally or internally and when awarding contracts and overseeing consultants/contractors. Judgement is also exercised in analyzing major issues, concerns or problems relating to either design solutions or the performance of contractors and providing related advice, recommendations or suggested policy changes to the Director, Precinct Properties. Initiative and judgement are required to determine the best course of action in response to space planning and design requirements, in dealing with complex contract administration problems or disputes which may escalate to mediation or litigation and in resolving significant health, safety or environmental concerns. Identifies problems or situations that need to be addressed and takes appropriate action to address current/future problems and situations, referring complex issues where guidelines are absent or vague, to the Director, Precinct Properties.

Confidentiality:

Position could have access to confidential information in the course of performing job duties; however, the position follows prescribed rules and procedures to safeguard confidential information.

Impact:

Poor decisions in the planning and implementation of space, managing contracts or failure to ensure compliance with technical standards, legislation and policies could result in costly delays, physical deterioration of building, loss of funds, improper and unsafe renovations which could lead to public criticism. Failure to recognize and address environmental and energy efficiencies could lead to criticism and embarrassment to the Assembly. Failure to address complex contract administration issues in a timely and effective manner could result in disputes, which may escalate to litigation with significant cost to the Assembly.

Contacts:

Works co-operatively on a regular basis with internal contacts to develop and evaluate solutions to space management & design problems. Communicates effectively with staff at all levels of the Assembly, including MPP's and their staff. Consults with consultants/contractors and other Government Agencies, including Ontario Heritage Trust, Heritage Advisors, City of Toronto, Fire Marshall's Office and counterparts in other provinces/United States in the exchange/provision of services related to building management.

Supervision:

Formal supervisory responsibility to manage external consultants/contractors to co-ordinate timely and cost-effective project delivery while managing consistency of standards, codes and regulations.

Working Environment:

Position generally works while sitting; standing and walking, as required. Position requires VMA concentration when occasionally developing, preparing, reviewing, editing design and tender drawings/specifications and editing documents related to external resources. Position spends 30% of their time on construction sites and may at times be required to access spaces by various means such as ladders and scaffolding.