

## **POSITION DESCRIPTION**

### **Designer**

#### **POSITION SUMMARY/PURPOSE**

Assists in the coordination and implementation of a facility management program for the Legislative Building, Legislative Staff, and end users. Assists in the development and justification of new base building facility standards as required.

#### **DUTIES & RESPONSIBILITIES**

1. Ensures quality of work from external consultants by reviewing designs to ensure Legislative Assembly of Ontario (LAO) standards are met.
2. Maintains and updates on a regular basis the electronic database for the chamber seating plan, space management program and interior finishes inventories.
3. Prepare plans and specifications for internally designed renovation projects under the guidance of the Senior Designer.
4. Collaborate with the Senior Designer in the implementation of interior building standards and ensure building standards are observed and implemented in conjunction with annual building/ restoration projects.
5. Collaborate with the Senior Designer in the formation and implementation of office drawing standards.
6. Under the direction of the Director, Precinct Properties, the Designer works with the Senior Designers to participate in the planning and implementation of concurrent relocation, renovation, and alteration projects ranging from medium-planned projects to unscheduled alteration projects. Ensure that cost-effective and timely schedules, resources and solutions meet and satisfy the initiatives and priorities of the Legislative Assembly program areas.
7. Works with end users and/or independent consultants in the analysis, site measurement, development of space plans, finish selection, working drawings, furniture plans and move plans. Ensures the work meets safety and code requirements.
8. Utilizing established branch standards to manage independent consultants under the supervision of the Director, Precinct Properties (budget, schedules, ongoing review of provided drawings and documents etc.). Collaborates with the Project Management Consultants on a project-by-project basis to ensure design intent and design objectives are maintained during Contract Administration.
9. Utilizing established branch standards for the digital and hard copy filing of all necessary documents for assigned projects.

10. Prepares scaled drawings for design and tender packages using AutoCAD, showing partitions, furniture and related computer equipment, electrical, telephone, and signal equipment, cabling, and interior finishes.
11. Maintains Legislative Assembly master drawings and provides updated drawings for key clients as necessary. Updates drawings as required in a timely fashion.
12. Keeps up to date on related skill development (maintaining memberships in good standing, ongoing development with OBC, AODA etc.) to use state-of-the-art technologies or processes as required.
13. Performs other related activities as required.

## **JOB REQUIREMENTS**

### **Training/Knowledge:**

- Requires a diploma or university degree in interior design or equivalent and a minimum of three (3) years of related work experience, preferably in a heritage building.
- Must possess the ability to prepare and read architectural drawings, shop drawings, and diagrams.
- Knowledge of building and design principles is required.
- Must possess strong documentation and reporting skills.
- Proven project management skills with the ability to manage small to medium-sized projects from the design concept stage through to client occupancy.
- Requires problem-solving/analytical skills and the capacity to provide advice regarding space.
- Able to confidently work directly with clients and stakeholders including elected Members of the Provincial Parliament and their staff, Legislative Assembly management and staff, contractors, consultants, etc.
- Excellent oral communication skills.
- Regular and consistent use of AutoCAD (latest version).
- Knowledge of relevant legislation and current industry guidelines (Ontario Building Code, AODA etc.)
- Experience in relevant computer software applications to support ongoing Branch management/planning services. Must be able to use Microsoft Office software, including Word, Excel, Project, Outlook, etc.
- Ability to lift up to 20 lbs.

### **Judgement:**

Under the direction of the Director, Precinct Properties, the position follows building and electrical codes as well as legislation related to design and construction. Judgement is exercised when recommending contracts. Initiative and judgment is required to determine the best course of action in response to significant health, safety or environmental concerns and

space/design requirements, referring to unique requests or complex issues 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 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 and loss of funds. Failure to recognize and address environmental and energy efficiencies could lead to criticism and embarrassment to the Branch and potentially, the Assembly.

**Contacts:**

Works co-operatively regularly with internal contacts to develop and evaluate solutions to space management and design issues. Communicate effectively with staff at all levels of the Assembly, including MPPs and their staff. Consults with consultants/contractors and other Government Agencies, including Ontario Heritage Foundation, Heritage Advisor, City of Toronto and the Fire Marshall's Office.

**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 on construction sites. Position requires VMA concentration when occasionally developing, preparing, reviewing, editing design and tender drawings/specifications and editing documents related to external resources