

## Senior Accommodations Planner Job Number: 29970

Over 990 buildings.

11,000 employees and counting.

2 million square feet of space.

Join a team responsible for creating a vibrant city through the innovative accommodation planning associated with housing the workforce of one of Edmonton's largest employers - the City of Edmonton. Focus on helping shape leading-edge buildings incorporating the latest ideas surrounding alternate work strategies, accessibility, and employee work-life balance!

As the Senior Facilities Planner, oversee the space planning and inventory management involved with supporting the delivery of transformational projects.

- Coordinate and analyze the short and long-term needs for civic buildings and facilities
- Lead strategic initiatives to advance the quality, efficiency, and effectiveness of the City's space
- Provide strategic advice to client departments regarding their immediate/long-term needs for land and/or buildings. Recommend space and facilities requirements, from concept, to functional program development, to lease/buy/build analyses
- Develop "master plans" for specific facilities and preparation of Capital Budget Profiles for programs and specific projects
- Ensure accurate and timely reporting of the City's space and building inventories to enable long range planning
- Provide technical advice for the administration of the City's furniture contracts
- Related duties as required

### Qualifications:

- Degree in Architecture, Planning, Interior Design, Facilities Management Engineering, or related field
- 6 years experience in space planning, accommodation planning, and/or facility management
- Extensive knowledge of the City's building inventory is a major asset.
- Professional accreditation (ie. APPI, IFMA, NCIDQ, LEED) is an asset
- Knowledge of public sector accommodation processes and operations is an asset
- Self-motivated with excellent capacity for decision making, problem-solving, analytical thinking, and creativity
- Proven ability to effectively deal with complexity and change
- Strong organizational and multitasking skills
- Well-developed verbal and written communication skills
- Valid Alberta Class 5 driver's licence (or provincial equivalent). Obtaining and maintaining a City Driver's permit is a requirement of this position

***We are an equal opportunity employer.  
We welcome diversity and encourage applications from all qualified individuals.***

*Up to one permanent full-time position*

**Hours of Work:** 36.9 hours per week, Monday - Friday

**Salary:** \$72,245.840 - \$103,208.340 (Annually)

**Recruitment Consultant:** SH/VV

**Classification Title:** Senior Planner, Facilities

**Posting Date:** Aug 16, 2017

**Closing Date:** Aug 30, 2017 11:59:00 PM (MDT)

**Number of Openings (up to):** 1 - Permanent Full-time

**Union :** Management

**Department:** Development Planning and Engineering (Sustainable Development)

**Work Location(s):** 10th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

**TO APPLY:** <https://coe.imomentous.com/job/CITYA000C7659/Senior-Accommodations-Planner>



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