

## Position Description Form (PDF) Regular Full time

College: Sir Sandford Fleming College of Applied Arts and Technology

Incumbent's Name:

Position Title: Facilities Project and Resources Officer

Payband: H

Position Code/Number (if applicable): S00472

Scheduled No. of Hours: 40 /week

Appointment Type  12 months -

Less than 12 months

Supervisor's Name and Title: Gareth Nelmes, Manager Capital Projects, Planning and Construction

Completed by: Gareth Nelmes

Date: May 15, 2023

**Last Revision: May 15, 2023**

### Signatures

Incumbent:  
(Indicates the incumbent has read and understood the PDF)

Date:

Supervisor:

Date:

## Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can, based on the typical activities or requirements of the position, and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.
4. Ensure the PDF is legible.
5. Responses should be straight forward and concise using simple factual statements.

## Position Summary

Provide a concise description of the overall purpose of the position.

Reporting to the Capital Projects Manager, the incumbent is responsible for the organization and maintenance of the College's facility infrastructure records and systems. The incumbent reviews tender specifications for building/site modifications and renovations to be utilized by suppliers/contractors as the basis for competitive bids. The incumbent compiles data, specifications, and statistical reports for the Manager as required. The position provides project management support to Facility Managers on various initiatives. Co-ordinates projects and monitors critical path items of capital projects and reports any deviations to the Capital Projects Manager. Will use Project Management tools to track information and tasks for the projects completed by FSS.

## Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

The Incumbent shall practice safety measures including those described in the College Safety Manual in completing the following duties, using personal protective equipment as appropriate.	Approximate % of time annually*
<p><b>1. <u>Project Monitoring</u></b> Completes various administrative / technical projects and observes contractors on various renewal projects, confirming compliance to given specifications, quality of work and meeting stringent regulatory standards and codes, reporting any inconsistencies to the Manager.</p>	40
<p><b>2. <u>Project Administration</u></b> Assists Project Managers with tracking approved projects in consultation with the Director, College Facilities. Includes assisting with planning timelines based on Academic or other College schedules, meeting and monitoring of critical dates in the sequence of project management, such as technical documentation submission, Purchasing due dates, Board of Governors and related committee approval dates, contract award dates, and weekly updates of commentary on the critical path issues. Initiates and implements approved action plan for recovery of missed targets. Updates involved parties regarding delays.</p>	25
<p><b>3. <u>Technical Drawings</u></b> Responsible for the independent maintenance, directed creation and independent modification of architectural/mechanical/civil drawings for all College sites and buildings utilizing Digital Design Software. Includes updating of Space Building Blocks and Utilization of teaching space information, reconciling database of room dimensions in the categories reported to the Ministry. Using room utilization reports from AST, calculates averages for all teaching space categories, illustrating year to year trends.</p>	10
<p><b>4. <u>Project Resources</u></b> Assists Manager with developing tender / RFQ / RFP specifications for Facilities projects to be utilized by suppliers/contractors as the basis for competitive bids. For small goods and services ensures relevant College procedures and polices are adhered to in the quote process. Discusses with contractors time-line requirements and has them specify same prior to college entering into contracts.</p>	10
<p><b>4. <u>Physical Resources Logistics</u></b> Responsible for the independent maintenance, organization of and researching functions relating to all historical College Facilities technical documents, drawings, and related information for all College sites and buildings. Includes generating, maintaining and promulgating to Facilities staff new facility databases (records and archives) such as technical library book lists, valve charts, and equipment locations. Responsible for document security and creating learning aids for individuals to use College drawings and databases.</p>	5
<p><b>5. <u>Project Documentation</u></b> Disseminates specific building, equipment and maintenance documentation to various parties (i.e. contractors, government inspectors, and in-house management). Also responsible for the collection, compilation and archiving of documentation post-project.</p>	5

Other related duties as assigned	5
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\* To help you estimate approximate percentages:

½ hour a day is 7%

1 hour a day is 14%

1 hour a week is 3%

½ day a week is 10%

½ day a month is 2%

1 day a month is 4%

1 week a year is 2%

## 1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

- Up to High School or equivalent
- 1 year certificate or equivalent
- X 2 year diploma or equivalent
- Trade certification or equivalent
- 3 year diploma / degree or equivalent
- 3 year diploma / degree plus professional certification or equivalent
- 4 year degree or equivalent
- 4 year degree plus professional certification or equivalent
- Post graduate degree or equivalent (e.g. Masters)
- Doctoral degree or equivalent

Field(s) of Study:

2 Year post-secondary Diploma in Construction Engineering Technician or equivalent is required. Courses to include Computer aided design (CAD) and other architectural and design related software and programming.

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

- x No additional requirements
- X Additional requirements obtained by course(s) of a total of 100 hours or less
- Additional requirements obtained by course(s) of a total between 101 and 520 hours
- Additional requirements obtained by course(s) of a total of more than 520 hours


## 2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

- Less than one (1) year
- Minimum of one (1) year
- Minimum of two (2) years
- Minimum of three (3) years

Experience working in a construction/design capacity or in an industrial/institutional environment, dealing with a large number of projects simultaneously. Experience with facilities management software, computer aided drafting programs, and integrated office computer software. Experience reading, comprehending and creating architectural, mechanical, electrical and civil drawings and related systems. Exceptional planning and organizational skills, excellent communication skills both verbal and written. Aptitude in use of personal computers and application programs such as word processing, spreadsheet, database and software. Must have creative problem solving skills and experience working independently, prioritizing and organizing own work within a fast-paced, team based and deadline driven environment. Customer service and public relations experience. Project administration experience managing a large number of projects of varying complexity

- Minimum of five (5) years
- Minimum of eight (8) years

### 3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

#### #1 regular & recurring

Key issue or problem encountered.	The incumbent re-designs the layout of rooms due to change of function, add-ons, renovations, modifications, restructuring.
How is it identified?	New construction or subdividing of existing rooms into labs/offices/storage brings up issue of how to accommodate for new uses. Usually instigated by Facilities Director, or other departmental leaders.
Is further investigation required to define the situation and/or problem? If so, describe.	Visits to the site and consults with Manager, department administrators and stakeholders to review options.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Communicating with stakeholders on a regular two way dialogue the incumbent : Must consider flow; ease of way finding for staff and customers Must consider utility applications, systems, drawings and archived information. Determine feasibility of adapting changes requested to limitations of fire/building codes, existing mechanical / electrical, etc.
What sources are available to assist the incumbent finding solution(s) (e.g. past practices, established standards or guidelines)?	Existing drawings and specifications as well as new known equipment space and technical requirements. Directed questions to contractors and consultants. Working with Space Planning Committee and Project Team

#### #2 regular & recurring

Key issue or problem encountered	Architect/Consultant or other parties seeking information on existing design or construction.
How is it identified?	Identified by requests from aforementioned parties, or flagged during tendering, design or construction process
Is further investigation required to define the situation and/or problem? If so, describe.	Consult with parties requesting to determine the exact need for the documentation in question. Often can be narrowed to a specific need.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Look at existing circumstance. Determine feasibility. Visit the site – determine if information may be obtained from alternate source(s).

What sources are available to assist the incumbent finding solution(s) (e.g. past practices, established standards or guidelines)?

Archived drawings & documents, existing CAD drawings Ontario Building and Fire Codes, Electrical Safety Authority, Contractors, Suppliers, manufacturers and Maintenance staff

**#3 regular & recurring**

Key issue or problem encountered

Major facility project and multiple smaller projects in process on the same timeline.

How is it identified?

Schedules or Gaant charts from Architects, Consultants, or College Administration.

Is further investigation required to define the situation and/or problem? If so, describe.

Each project must be detailed, segregated, and coordinated to determine if start, completion or component schedules conflict, and if projects containing similar functions are not on the same timeline.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Incumbent breaks down each project to a step by step process, aligning similar functions, project meetings, target deadlines etc., tracking and reporting conflicts to the Manager.

What sources are available to assist the incumbent finding solution(s) (e.g. past practices, established standards or guidelines)?

Past practices, project management and related software, consultants as required, and web based information. The emphasis is on proactive identification of issues – anticipating date completion problems by discussion with project leads

**#1 occasional (if none, please strike out this section)**

Key issue or problem encountered

Deterioration of a building architectural component is identified (mouldy ceiling tiles, trip hazard flooring, unsupported walls) causing immediate need of replacement for health and safety reasons.

How is it identified?

The problem has been identified by room occupant, by the Joint Occupational Health and Safety Committee, or by a college administrator.



<p>Is further investigation required to define the situation and/or problem? If so, describe.</p>	<p>The incumbent investigates and makes recommendation to Manager and makes detailed written outline of correction. The incumbent determines scope of work and recommends in-house or contracted services to complete the work. Identifies and addresses cost and planned action toward previously unconsidered deficiencies.</p>
<p>Explain the analysis used to determine a solution(s) for the situation and/or problem.</p>	<p>After having gathered information from staff and or contractors, the incumbent will determine the extent that can be done in a given time frame and will then consult with the manager and room occupants to select the best long term solution. If relocation or re-scheduling of occupants is required, the incumbent will also be looked upon for suggestions relating to implementation and coordination of the relocation.</p>
<p>What sources are available to assist the incumbent finding solution(s) (e.g. past practices, established standards or guidelines)?</p>	<p>Applicable college procedures (e.g. purchasing, security etc.) The incumbent's own experience, past &amp; similar situations, trade contractors, suppliers, College Maintenance and Moving Staff.</p>

**#2 occasional** (if none, please strike out this section)

<p>Key issue or problem encountered</p>	<p>The incumbent is required to go to an off campus site to provide input into needed modifications prior to reuse or rental.</p>
<p>How is it identified?</p>	<p>New location for a College Satellite operation is identified. Usually instigated by Facilities Director or other departmental leaders.</p>
<p>Is further investigation required to define the situation and/or problem? If so, describe.</p>	<p>Visits to the site to review deficiencies, needed renovations and obtain dimensions as required.</p>
<p>Explain the analysis used to determine a solution(s) for the situation and/or problem.</p>	<p>Investigation with department personnel and researching related codes creates an understanding of needs, to be used as a framework for requirements to incorporate.</p>
<p>What sources are available to assist the incumbent finding solution(s) (e.g. past practices, established standards or guidelines)?</p>	<p>Building code, past practices, college standards, other facilities staff.</p>

#### 4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

##### #1 regular & recurring

List the project and the role of the incumbent in this activity.

The incumbent is often involved in renewal projects and is an integral part of the initiation, investigation, solution, planning and monitoring of projects through specification writing, quotations on work, arranging meetings, monitoring of actual construction and completion, assisting manager with verifications for signoff.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

The incumbent must communicate with project stakeholders to gather data, assist in creating specifications, and workout details; provide and create drawings for tenders, and approval authorities (internal/external). Must be able to systematically outline the sequential steps involved in the project's follow through to completion.

List the types of resources required to complete this task, project or activity.

College databases – hard copy and scanned drawings data base, Contractors and suppliers, Ontario Building and Fire Codes. Self created and archived AutoCAD drawings.

How is/are deadline(s) determined?

Deadlines for each segment of a project that have multiple resource investment are determined based on budgets, higher priority work and customer expected delivery of the project – taking into consideration College needs and academic scheduling and feasibility of adapting changes requested to construction practises, fire/building codes, existing mechanical/electrical, etc. Written explanation feedback to Manager and stakeholders often required to advise them why certain milestones were unachievable as per the original plan.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

The incumbent and Facilities Management Administrators determine changes to the project, agreed to with stakeholders. Necessary project changes are identified, change orders developed and the new strategy promoted by the incumbent to achieve outcome. Authority is given by manager to proceed along incumbent's altered path.

**#2 regular & recurring**

List the project and the role of the incumbent in this activity.

Updating college drawings and maintenance item placements on these drawings, for ease of locating and describing.  
Creating new site layouts.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Must be able to gather all information required and incorporate into a graphical representation simple to understand. Must be able to schedule own time and complete the task while continuing to respond to requests from various customers both within and outside the College.

List the types of resources required to complete this task, project or activity.

Drawings from Architects, Engineers, College archived drawings, sketches provided by customer, sketches with measurements provided by the incumbent. Inventory spreadsheets and listings from various sources (e.g. maintenance workers, contractors, regulators)

How is/are deadline(s) determined?

Deadlines of initial creation are usually determined by the incumbent's Manager by explaining to the incumbent the urgency of need and the importance of keeping drawings up to date. Subsequent changes and updates are the responsibility of the incumbent mainly derived from communications with maintenance staff, contractors and Facilities Management administrators.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

Drawing changes will be determined by the incumbent as he/she receives knowledge of such changes by any means in the course of interaction with the various maintenance staff and Facilities Management Administrators.

**#3 regular & recurring**

List the project and the role of the incumbent in this activity.

Project management of the administrative functions is the key to support of the project manager. Anticipation of the emerging issues is at the heart of the role, rather than the recording of transactions which have already occurred.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Control of spreadsheets, bring forward files, identification of missing information in project tracking.  
Incumbent will contact facility project managers to alert them to missed deadlines, seek confirmation of new targets, and advise purchasing when it is known that a deadline will not be met

List the types of resources required to complete this task, project or activity.

Spreadsheets , shared directories developed by incumbent and shared by managers, project management software.

How is/are deadline(s) determined?

Back up from project completion date required, to award, approval dates, bid time, requisition and specification development by the Manager.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

Incumbent will recommend changes to timelines and vet with the Manager and Director in advance of consultation with Purchasing. Incumbent will be aware of impact to the stakeholders and to the processing staff in purchasing or finance.

**#1 occasional** (if none, please strike out this section)

List the project and the role of the incumbent in this activity.

Incumbent acts as a scheduler to create work assignment mnemonic graphical printouts to aid maintenance personnel/contractors to complete task on schedule for time limited building system test/shutdown (e.g. printed packages with colour coded list of duties or sequential tasks to accomplish).

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Being able to break down required overall work into finite segments of different complexity such that the level of skill is acceptable for the assigned person. This requires an ability to systematically make one big job into numerous small fractional tasks.

List the types of resources required to complete this task, project or activity.

Drawings from architects/engineers/suppliers, College drawings/sketches, existing inventory spreadsheets/ listings. Task procedure statement wording from manual(s) or self initiated.

How is/are deadline(s) determined?

Taking into account the number of personnel available with each individual's different capabilities along with maximum available time windows of opportunity are used to decide what future time frame can be scheduled (accounting for seasonal dependencies) one can determine the duration of the intended shutdown.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

Consultative feedback loop between scheduler/managers and technical expertise (maintenance staff/contractors etc.) is required to understand and incorporate needed changes and their effects on achieving outcome.

## 5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus is on the actions taken (rather than the communication skills) that directly assists others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box or boxes that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
<input type="checkbox"/>	<input type="checkbox"/>	Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a need for the incumbent to demonstrate correct processes/procedures to others so that they can complete specific tasks.	Identifies to Maintenance Staff procedure to find, retrieve and view archived and current drawings, data and other information explaining the importance of these assets to make everyone more efficient and productive. Demonstrates procedures to other facilities staff and student staff on various projects
	<input type="checkbox"/>	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	
	<input type="checkbox"/>	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	
<input type="checkbox"/>	<input type="checkbox"/>	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	

## 6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
Job duties are performed in accordance with general instructions and policies involving changing conditions and problems. There is significant requirement to act independently.	The incumbent consults with the Manager if instructions are needed to complete any new or unfamiliar task.

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
The incumbent relies upon experience and expertise with complex specialized software, industry practices and departmental policies. Diversity, complexity and uniqueness of the job prevent the development of a comprehensive written instruction manual. Computer software manuals for the various programs used are available to the incumbent. Incumbent can always confer with any member of the college organization for assistance.	

Describe how work is reviewed or verified (e.g. feedback from others, work processes, Supervisor).	
Regular and Recurring	Occasional (if none, please strike out this section)
The nature of the position and its reliance on complex specialized software makes it difficult to check work on a regular basis. Periodic written reports/drawings are reviewed by the Manager. The Manager also engages in ongoing discussion with the incumbent. Incumbent expected to keep manager aware of activity by email carbon copying.	

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor.
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Regular and Recurring	Occasional (if none, please strike out this section)
<p>Incumbent works and consults independently with third party suppliers, contractors, College maintenance and management. Decisions are made on construction processes, material requirements, scheduling of work, etc. using industry practices and departmental policies.</p>	

Describe the type of decisions that would be decided in consultation with the Supervisor.	
Regular and Recurring	Occasional (if none, please strike out this section)
<p>Issues involving strategic direction and development and college policy matters are referred to immediate Manager for direction. Major priority issues may also be discussed with immediate Manager to determine departmental strategy. Discusses difficulties regarding customer personality issues with Manager.</p>	

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
<p>The incumbent makes independent decisions using industry practices and departmental policies regarding: updating, modifying and creating AutoCAD drawings and graphical facilities space planner drawings and data; developing tender specifications for building modifications, renovations, equipment and space requirements to be used by suppliers/contractors as the basis for competitive bids; develops solutions where special constraints or inadequate facilities have occurred and when priorities dictate re-location or re-scheduling</p>	

## 7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M, I)*
How is it received?	How is it carried out?		
Request to provide detailed information to suppliers; contractors; employees; and management; on architectural; mechanical; electrical systems	Analyzes the request and, if necessary, meets with the person(s) requesting to discuss. Appropriate Information is identified, gathered and passed on in a format required by the customer.	Facilities Management Director/Manager(s) College Maintenance Staff; Contractors	<b>D</b>
The incumbent receives a request from Project Manager or other Facilities Managers to assess state of a specific area and provide alternatives and / or solutions.	The incumbent assesses state of existing area and develops a customized solution. The incumbent creates customized technical specifications which meet the customer needs and complies with safety standards If approved the incumbent acts as project coordinator and advises the supervisor on successful completion.	Faculty Staff Administrators	<b>W</b>
A manager requests a change in wall and door placement	Meets with Manager to assess and develop a full understanding of the needs. (eg. assess clients' needs for pedestrian traffic and security against existing structural and utility placements). Considering immediate requirements and anticipating future use, incumbent researches, creates various scenarios, explains limitations and finds alternative solutions if original project not possible.	Administrators	<b>W</b>

\* D = Daily W = Weekly M = Monthly I = Infrequently



## 8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, and proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M, I)*
Exchanging routine information, extending common courtesy	Explains document security requirements and procedures.	Facilities Management Staff and other College Staff and Students	<b>D</b>
Explanation and interpretation of information or ideas	Advises regarding modification, re-structuring and space layouts. Explains drawings processes, policies. Using college archived drawings and data base systems shows structure and pathways.. Discusses scheduling and priority reassessment to get renovation projects done in a timely manner.	Administrators, Managers, Contractors Maintenance personnel	<b>D</b>
Imparting technical information and advice	Disseminates specific building, equipment, maintenance and/or legislative knowledge to various customers (i.e. contractors, government inspectors, and in-house management). Explaining the importance of reading and understanding basic drawing conventions/ software capabilities. Generating documentation to simplify the learning curves for individuals learning to use college drawings and databases.	Facility Administrators Contractors Maintenance personnel	<b>w</b>
Instructing or training			
Obtaining cooperation or consent			
Negotiating			

\* D = Daily W = Weekly M = Monthly I = Infrequently

## 9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting, and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position, or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Sitting at a desk inputting complex data into a computer.	D		✓		✓		
Walking around the campus to examine equipment and structures and to obtain measurements.	D	✓			✓		
Lifting	D	✓			✓		

\* D = Daily W = Weekly M = Monthly I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

- Light (up to 5 kg or 11 lbs)
- Medium (between 5 to 20 kg or 11 to 44 lbs)
- Heavy (over 20 kg or 44 lbs)

Lifts hardware, tools & supplies.
Lifts furniture to access equipment nameplate data.

## 10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (e.g. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (e.g. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Creates and modifies drawings both on computer and paper.	<b>D</b>			✓
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Project & site meetings, coordination of contractors	<b>D</b>	✓		
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Gathers and compiles technical data and information for reports and statistical inquiries	<b>D</b>		✓	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

\* D = Daily    W = Weekly    M = Monthly    I = Infrequently

## 11. Working Environment

Please check the appropriate box (es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
<input checked="" type="checkbox"/> acceptable working conditions (minimal exposure to the conditions listed below)	The incumbent works in an office in a controlled environment.	<b>D</b>
<input type="checkbox"/> accessing crawl spaces/confined spaces		
<input type="checkbox"/> dealing with abusive people		
<input type="checkbox"/> dealing with abusive people who pose a threat of physical harm		
<input checked="" type="checkbox"/> difficult weather conditions	Visiting roofs and other outdoor sites for information gathering during inclement weather.	<b>I</b>
<input type="checkbox"/> exposure to extreme weather conditions		
<input type="checkbox"/> exposure to very high or low temperatures (e.g. freezers)		
<input type="checkbox"/> handling hazardous substances		
<input checked="" type="checkbox"/> smelly, dirty or noisy environment	The incumbent is required to inspect the buildings and the physical plant including boiler rooms, mechanical rooms, and rooftops.	<b>M</b>
<input checked="" type="checkbox"/> travel	Travels to off site and satellite campus locations for various work related reasons. A valid Ontario Driver's licence is required.	<b>W</b>
<input type="checkbox"/> working in isolated or crowded situations		
<input type="checkbox"/> other (explain)		

\* D = Daily    M = Monthly    W = Weekly    I = Infrequently