

Accommodations Operational Planner Community Services Department

**Position Type/
Hours:** This is a permanent full-time position working thirty-five (35) hours per week.

**Position
Description:** Under the general direction of the Supervisor of Accommodation Construction, the Accommodations Operational Planner is responsible for planning, directing and contract management of caretaking services and tenant requests with the use of outside vendors for the department. Responsibilities also include safety inspections of work sites, office workstation setup with contractors, as assigned occasionally, and maintenance of security systems. Position responsibilities also include the development and implementation of construction scopes for various sizes of renovation projects and approval of all contractor invoicing. Position provides support to Construction Project Planners as assigned.

Qualifications:

- Journeyman certification in a related building trade: carpentry, electrical, or plumbing/gasfitter fields.
- Certification in Construction Administration an asset.
- Building Maintenance Planning Courses an asset.
- Minimum four (4) years experience in the Building Maintenance/Construction environment and knowledge of current building codes.
- Demonstrated competency in troubleshooting and programming of integrated building management systems, security systems and building automation:
- Experience in the development of budgets, capital projects.
- Proven construction project management in commercial/light industrial settings.
- Experience using AutoCAD is an asset.
- Proven experience using computer system spreadsheets and word processing.
- High degree of accuracy and good grammar is required.
- Ability to implement and use spreadsheets and databases is required.
- Ability to effectively deal with highly sensitive and confidential information, communicate tactfully, clearly and effectively, both on the phone and in person.
- Ability to work well under pressure and multi-task on a daily basis.
- Strong communication, organizational and interpersonal skills.
- Knowledge of lease agreements.
- Alberta Class five (5) driver's license and personal vehicle for business use are required.

**Pay /
Classification
Level:** PL 20*

Salary Range: \$44.52 (Probationary Rate)
\$48.90 – \$52.53 (Permanent Rates)
Rates have been adjusted to reflect current market conditions

In addition to the rate of pay, we offer other attractive incentives:
-excellent training and development opportunities
-an extensive employer paid benefits plan
-home equity protection program
-an additional annual payment of \$12,480 which represents a cost of living allowance

**Requisition
Number:** 197

Closing Date: Open Until Filled

Posting Type: External

To apply: Please visit our website at www.woodbuffalo.ab.ca
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted.

Late applications will not be accepted.