

Job Description



Job Title:	Facilities & Project Specialist
Department:	Electrical & Computer Engineering
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	6
Effective Date:	May 2026

Primary Purpose

The Facilities & Project Specialist oversees all facilities coordination including keys/fobs, security control system access, and the management of space allocation and space assignments of faculty, staff, students, researchers, and visitors for the Department of Electrical & Computer Engineering (ECE). In addition, this role manages all renovation projects, maintenance requests, and the execution of all space utilization planning. The Facilities & Project Specialist ensures that all mandatory Health & Safety training and lab specific training are completed by all faculty, staff, students, researchers, and visitors. This role also supports the Administrative Officer and the Chair in the delivery of all assigned department-wide initiatives and projects within the Department of Electrical & Computer Engineering.

Key Accountabilities

Functional & Optimal Use of Facilities

- Ensures the facilities and resources are used effectively and allocated equitably within Electrical & Computer Engineering for renovations, space allocation, and projects for the ten buildings that ECE occupies.
- Oversees and coordinates assigned office updates, requests for repairs and renovations, and moves within ECE, including planned and emergency maintenance through to completion.
- Provides advice to the Administrative Officer with the evaluation and assessment of space requirements for new initiatives and general space issues.
- Organizes, collects and maintains accurate data on the use and allocation of all office and lab space, and provides reports/analysis, as needed.
- Works with the Dean's Office to ensure that space usage and coding for is accurately updated within the Archibus system.
- Monitors and reports on space vacancies, occupancy and the progress of projects including renovations and space.
- Manages space assignments for faculty members, visitors, postdoctoral scholars, students, sessional instructors, casual employees, and general use space.
- Manages and requests furniture moves and surplus items.
- Liaise with Plant Operations, Central Stores, Procurement and vendors for furniture moves and removal.
- Coordinates purchases, delivery and installation of office furniture.
- Supports clients with needs assessments and suggest suitable products.
- Prepares office furniture and equipment proposals for purchase, enters approved electronic requisitions, and inspects installations.
- Follows University policies and procedures for the effective procurement of services, supplies and equipment.

Access Control, Security and Telecommunications Management

- Acts as the Key Controller for ECE with signing authority for issuing keys and fobs and ensuring appropriate authorization in issuing and ordering keys and fobs.
- Manages requests for various access keys and fobs/access cards including building entrance keys to ensure security of space and ensures appropriate access to research labs to reduce risk and liability for all faculty, staff, students, researchers, and visitors within the department.
- Manages all database records for access to keys, fobs, Watcards, and ensure accurate records of security access card and fob users, new requests, extensions of expiry dates and/or required deactivation of fobs and their return.
- Liaison with Plant Operations locksmiths for key code changes.
- Reconcile reports on lost and expired keys to correspond with Key Control records and performs key audits in conjunction with Plant Operations.
- Updates codes for electronic locks, as required.
- Liaises with IST, faculty, staff, students, researchers, and visitors re: malfunctions of electronic locks/readers and/or changes to locks for access to controlled space.
- Develops key and access control procedures.
- Ensures that the building safety practice is followed and follows up on breaches in security.
- Maintains knowledge of university key policies and procedures.
- Oversee the telecommunications management for Electrical & Computer Engineering and works collaboratively with financial team to ensure appropriate usage of work orders.

Health and Safety

- Ensures that all mandatory Health & Safety training and lab specific training is completed by all faculty, staff, students, researchers, and visitors.
- Works collaboratively with the Health & Safety Coordinator, Administrative Officer and the Chair to address safety concerns from faculty, staff, students, researchers, and visitors regarding the working environment and building common areas.
- Identifies urgent matters of high importance and redirects issues as appropriate.
- Works with the Health & Safety Coordinator to ensure all non-lab and non-teaching spaces are being regularly inspected and maintained in accordance with UW policies.
- Supports the follow up of any Health & Safety matters, as required.

Project Coordination

- Supports the Administrative Officer in the coordination of a variety of project outcomes including the planning, execution, and monitoring of projects and project related activities, to meet applicable standards, quality and stakeholder requirements.
- Development of project progress on assigned elements of project work.
- Coordinates meetings, drafts minutes and action items, and ensures action items are completed.
- Creates and executes project plans of assigned elements and revises over time to meet changing needs and requirements.
- Plans, executes, monitors, and reports on project related activities.
- Monitors assigned elements of project schedules and timelines for a timely completion of objectives and results.
- Identifies and reports risks associated with assigned projects elements that might jeopardize the success of the methods and/or outcomes.
- Assists with the closing process for assigned projects ensuring all documentation is available for lessons learned and for the update of processes, tools and templates.
- Collects information and/or ideas during meetings; asks appropriate questions to gather additional information, anticipates needs and makes recommendations.
- Solicits and gathers information from other departments, stakeholders and shares with Administrative Officer and Chair.
- Assists with establishing project budgets and evaluation to ensure targets are met.
- Assists with the RFP process and obtaining quotes and proposals from suppliers.

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**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Post-secondary degree or diploma in a relevant field. Combination of equivalent education and experience may be considered.

Experience

- 3+ years of experience in a related field. Experience working in an academic environment would be considered a strong asset.
- Experience working in a facilities management environment.
- Experience dealing with numerous client inquiries, providing accurate and consistent advice.
- Experience planning and coordinating diverse services in support of renovations and relocations.
- Project management experience is a strong asset.

Knowledge/Skills/Abilities

- Demonstrated ability to maintain and produce detailed project information in an accurate and timely manner.
- Demonstrated ability to build and maintain respectful and productive professional relationships with stakeholders.
- Core competences include project management, attention to detail, analytical insight, creativity, flexibility, organizational, time management, and collaborative skills.
- Demonstrated ability to exercise good judgment and make independent decisions.
- Knowledge of University policies and procedures within facilities management
- Excellent organization and interpersonal skills required.
- Clear communication and documentation essential.
- Proficient knowledge of FileMaker Pro, Microsoft Office Suite and Adobe Acrobat would be a strong asset.

Nature and Scope

- **Contacts:** Internally, this position interacts with Plant Operations, Safety Office, Accessibility Services, Central Stores, and numerous other service providers. Externally, this position interacts and coordinates with 3rd party service providers including vendors.
- **Level of Responsibility:** The incumbent is expected to work with little supervision under the guidance of the Administrative Officer related to assigned tasks and those outlined above.
- **Decision-Making Authority:** This position is responsible for providing advice to the Administrative Officer with respect to decisions related to space planning, construction, utilization, assigned tasks and those outlined above.
- **Physical and Sensory Demands:** Physical conditions are typical of an office setting, with minimal exposure to disagreeable conditions. On occasion, may be exposed to stress and pressures as a result of dealing with time sensitive issues. Site inspection and other aspects of the position may involve significant amount of walking. May require light lifting.
- **Working Environment:** Regular working hours, with occasional evening and weekend work required.