

# Job Title: Operational Planner

**Requisition ID:** 3181

**Affiliation:** CUPE Municipal

**Position Type:** Permanent Full Time

**Number of Openings:** 1

**Bi-weekly Working Hours:** 80 hours bi-weekly

**Shift/Work Schedule:** Monday to Friday; 8-hour shifts

**Department/ Branch:** Facilities Services, Building Life Cycle

**Job Location:** Fort McMurray

**Pay Level:** PL12

**Market Rate\*:** \$ 61.05

**COLA:** Bi-Weekly - \$480

**Reposted (dd/mm/yyyy):** 25/01/2025 (Original CUPE closing date: 29/12/2024)

**Closing Date (dd/mm/yyyy):** 09/02/2025

**Posting Type:** Internal and External

\* This position's pay rate has been adjusted to reflect current market conditions. The non-market, evaluated permanent rate of pay for this position is \$60.55.

## GENERAL DESCRIPTION:

Under general supervision, the Operational Planner leads building operations and contracted services in the provision of building services to various tenants involving tracking and controlling costs. The incumbent is required to develop and implement proactive service level programs for major building systems, organize and/or supervise contract service providers, and review any commissioning and turnover documents as they pertain to an operational standard in a municipal environment.

## RESPONSIBILITIES:

- Prepare and issue technical operational specifications for tenders, operational contracts, and documents for tendering and awards.
- Plan, schedule, and liaise with contractors, building property management and site caretakers (where applicable).
- Plan and coordinate small multi-disciplined projects as required.
- Recommend cost effective strategies and merge control philosophies into the building operations.
- Ensure contractors receive safety orientation and are in compliance with federal, provincial, and municipal laws, regulations, and procedures.
- Coordinate, prepare, execute, and issue reports and presentations of detailed statistical data for all varied service aspects
- Ensure project cost controls and contract administration of the Property Management Contract (where applicable).
- Assist in development of and implementation of Key Performance Indicator system as part of contract management of services required.
- Provide guidance and delegation of tasks to building operators and administrators when required.
- Assist in development of operations plan for business unit to support organizational goals.
- Identify, anticipate, and resolve customer/client issues in a timely manner.
- Identify and implement continuous process improvements and cost optimization initiatives as it relates to facility operations.
- Perform regular operations reviews to identify any issues/inconsistencies.
- Assist with the development and administration of operational budget.
- Schedule for implementing business operational plans/workloads.
- Perform resource allocation and work assignment for implementing business operations.
- Determine operational risk factors and provide relevant mitigation plans.
- Implement changes in workflow and work scope to meet business expectations.
- Develop and create operational schedules and operational manuals for non-process equipment and assets.

- Perform other related duties as required.

## **QUALIFICATIONS**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Proven analytical, planning, and organizational skills.
- Strong communication and interpersonal skills.
- Proven ability to formalize, prepare, and present technical reports and schedules (including weekly, monthly, and annual Look Ahead).
- Demonstrated competency/proficiency to utilize facility management/planning software for the purposes of asset/facility management.
- Demonstrated competency in troubleshooting/programming integrated building management systems, security systems, and building automation; experience with computer-aided design software.
- Proficiency with Microsoft Office programs (i.e. Word, Excel, PowerPoint, Project, etc.).
- Extensive knowledge of regulatory building and fire codes in Alberta (Canadian Electrical Codes, NAFTA, CSA Gas, etc.) required.
- Experience in the development of budgets and operational projects.
- Strong time management skills.

### **EDUCATION AND EXPERIENCE:**

- Journeyperson certification in Electrician, Carpenter, or Plumber/Gasfitter, combined with four (4) years of demonstrated progressive operational planning experience;

- OR
- Diploma in Construction or Engineering Technology, Mechanical Engineering Technology, Engineering Design Technology, Building Environmental Systems, or other Facilities related technical diploma combined with four (4) years of experience in an operational facility planning role is required.
  - Facility Management Planner Certificate, Facility Management Certificate, or equivalent certificate in Facility Planning is an asset.
  - Certification in fire alarm/security systems, building maintenance planning courses, and/or contractor supervision and commercial/industrial construction project management are assets.
  - Asset Management and Asset Planning Professional designations are an asset.

### **OTHER REQUIREMENTS:**

- Submission of a Criminal Record Check. The ability to acquire and maintain an RCMP enhanced reliability security clearance is required for those working within the RCMP detachment.
- A valid Class Five (5) Operator's License is required as incumbent may be required to operate a personal or municipal vehicle for business use on a regular basis.
- Must be willing to work outside in all conditions.
- Immunizations are recommended for work in unsanitary conditions.
- Must be medically and physically able to perform all duties of the position on an ongoing basis.

### **SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, and complying with all policies, practices, and procedures. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at [jobs.rmwb.ca](http://jobs.rmwb.ca)  
Current employees must apply through the internal careers site.  
We appreciate the interest of all applicants; however, only those individuals  
selected for interviews will be contacted. Late applications will not be accepted.**

