

DEPARTMENT:	Engineering	STATUS:	Regular Full-Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$39.14 –\$46.07 per hour plus comprehensive benefits package (2024 rates)

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The City of New Westminster is looking for a skilled and dedicated **Space Management Specialist** to join the Engineering Department's passionate and innovative Civic Buildings Capital Project Team. This newly created position offers a unique opportunity to support facility capital projects and other key City initiatives by overseeing the organization and management of critical building related information for over 70 civic facilities.

This role requires a general understanding of building design principles, the ability to read and interpret technical building drawings (such as architectural plans or other record drawings), as well as the ability to functionally use AutoCad to create legible wayfinding (not for construction) floor plans.

Reporting to the Sr. Project Manager - Renewal Planning, the role will be responsible for developing and maintaining a comprehensive inventory of key facility drawings, including building plans, specialized architectural and wayfinding drawings in AutoCAD and supporting the creation and management of building-related inventory lists, technical standards, and specification documents related to civic infrastructure. This role will work closely with Civic Building Project Management staff, City records management staff and other internal stakeholders.

Responsibilities include:

- Developing, implementing and maintaining:
 - standards and processes for maintaining centralized records for building drawings, plans and inventories (such as finish inventories), in coordination with Engineering Records Management staff, so it can be accessed by staff City wide;
 - an inventory of facility wayfinding (not for construction) drawings that are current and up to date; this role will be expected up to update wayfinding drawings in AutoCAD to incorporate wayfinding level of detail changes resulting from capital project changes into the record wayfinding drawings, including floor layout changes, room names, identification labels, and furniture layouts where applicable;
 - a furniture, fixtures and finishes inventory for the City's facilities;
 - a standardized room naming convention related to building spaces along with oversight and management of associated wayfinding signage (as applicable);
 - a CAD layers standard to identify, tag, and index spaces within civic building drawings;
 - a civic facility specifications package, including standards for furniture, fixtures and finishes that could be applied to inform future capital or developer led amenity projects;
 - a procedure for the renewal and maintenance of fire safety plans for each civic facility;
 - supporting and managing other key building inventory information, as required.
- Overseeing and managing the City's Master Building List, including key building information such building area, addressing, and providing key building information to City staff as requested.
- Maintaining building related data to ensure it is accurate, up to date and reliable for city wide use.
- Coordinating with the capital project team and consultants to properly file and manage record drawings for renovations and construction projects, and work closely with the City's Project Management Staff to develop proper Close-out documentation, with key drawings, warranty and other project information to facilitate the hand-over of a project to the City's Facilities Operations team.
- Managing and updating, in consultation with the City's Records Management Staff, an inventory of record drawings, as-built drawings and fire-safety plans.

- Coordinating with the City's Health & Safety staff to support centralized Health & Safety documents and inventories.
- Managing and updating the current floor plans and seating chart at City Hall (and other City facilities as required) on an ongoing annual basis to keep records up to date.
- Supporting the team with various tasks and projects related to facility planning, documentation workflows, and technical coordination across departments or other tasks and projects as assigned.
- Visiting sites and facilities in New Westminster as required for work and as required to verify data.
- Preparing and maintaining a variety of records, reports and correspondence relative to the assigned work.

Key education, experience and skill requirements include:

- Completion a diploma from a technical institute in a related discipline such as architecture, architectural and building technology, or interior design, plus considerable related work experience; or an equivalent combination of training and experience.
- General knowledge and understanding of building systems.
- Ability to:
 - read and interpret technical drawings (at a general level), such as architectural, structural, mechanical or electrical drawings;
 - organize, synthesize, analyze and maintain a large amount of data within data management systems, and to export and manipulate data into a clear reporting format;
 - develop, recommend and coordinate centralized processes for the maintenance and storage of facility inventories, drawings and plans, in accordance with records management standards;
 - apply critical thinking and decision-making skills to general work, with oversight support from a senior staff member.
- Proficient in AutoCAD, Adobe and/or Bluebeam and MS Office Suite software. Able to work effectively in AutoCAD with minimal supervision to create readable and legible drawings, considering appropriate line weights. Experience developing and implementing CAD standards is considered an asset.
- Ability to work effectively both independently and as part of a team, with excellent visual, written and oral communication skills for interacting with, and explaining information to a variety of interest holders.
- General understanding of Project Management best practices, is considered an asset.
- Valid BC Driver's License.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans, education and training opportunities and challenging and rewarding work.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by July 13, 2025.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*