

Workspace Designer

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Workspace Designer, you will be part of a dynamic and talented team responsible for developing flexible and functional spaces for the City of Calgary. You will provide integrated facility and interior design project services for a wide variety of furniture reconfigurations and interior renovations. Primary duties include:

- Provide a full range interior design services for City of Calgary clients including space and asset management, space planning, and design.
- Design, administer, and coordinate interior design projects through the phases of programming, concept/schematic design, detailed design, construction documents, contract administration and occupancy.
- Identify and monitor materials and finishes recommendations, budgets, and project coordination.
- Coordinate furniture, fixtures and equipment (FF&E).
- Develop, review, and implement corporate design standards and guidelines.
- Maintain project drawings in AutoCAD.

Qualifications

- A completed 2 year diploma in Interior Design and at least 3 years of experience in commercial office interior design; OR
- A degree in Interior Design and at least 1 year experience in commercial office interior design.
- Intermediate proficiency using AutoCAD is required.
- Experience with corporate space management, including acquisition of furniture, fixtures and equipment (FF&E), space planning, and moves co-ordination will be considered assets.
- You have excellent communication and interpersonal skills along with a demonstrated client focus.
- Ability to adapt to constantly changing priorities and strong organizational skills.
- Success in this role requires strong critical thinking skills with a well-developed problem-solving ability and the ability to work both independently as well as in a team environment.

Pre-employment Requirements

- Applicants will be tested for appropriate skills.
- Successful applicants must provide proof of qualifications.

Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Position and Pay Information

Business Unit: Facilities

Union: CUPE Local 38

Position Type: 1 Permanent and 1 Temporary (up to 18 months)

Compensation: Pay Grade 9 \$41.49 – 55.51 per hour

Hours of work: Standard 35 hour work week

Days of work: This position works a 5-day work week with one day off in a 3 week cycle.

Location: 800 Macleod Trail SE

Audience: Internal/External

Apply By: September 10, 2026

Job ID: 315155

Apply online at www.calgary.ca/careers