
Building Condition Assessment Coordinator

DEFINITION

This is advanced and specialized work within the Building Condition Assessment Group. Work of this class involves the responsibility to examine plans, specifications and related technical documents and reports, and to physically inspect City-owned buildings and facilities which include residential, commercial and industrial buildings and other structures/facilities. Interaction with consultants, engineers, architects, civic construction personnel, other departments and the general public is required. This is a highly specialized technical inspection program that includes: maintaining an accurate inventory of building components, assessing the cumulative effects of wear and tear on these components, identifying premature component failure and risks associated with the failure to take action, forecasting asset replacement or refurbishment, conducting specialized tests such as infrared thermography, conducting in-field cost estimating, forecasting and modelling (life cycle cost analysis) to determine the economic benefits of maintenance strategies, and ascertaining compliance with regulations and codes. Assist in the preparation of Preventative Maintenance plans.

TYPICAL DUTIES *

- Conduct detailed visual building condition assessment field reviews to develop design and repair options for City-owned buildings and facilities, including assessments on buildings and facilities the City has an interest in purchasing.
- Review architectural and engineering plans, specifications and related technical documents.
- Develop a detailed inventory of all building components (electrical, mechanical or structural) within a facility based on the UNIFORMAT II Classification for Building Elements.
- Document the physical description and specifications of all existing building components and develop a photographic dossier of building components, inclusive of all observed deficiencies.
- Evaluate the existing condition of components based on pre-determined parameters (such as current age, functionality, appearance, observed deficiencies, and current operating conditions) and the application of an established Condition Index (CI) scale.
- Identify failure/deterioration trends of specific building segments or major components/equipment and develop repair/replacement strategies to address the current condition and improve long-term serviceability of the facility.
- Conduct destructive and non-destructive testing using infrared/thermal imaging and other technologies to determine the scope and possible causes of any deficiencies to building/electrical/mechanical components
- Develop life cycle cost estimates/analysis for required maintenance and repairs of building components and review and research data relative to the service life of and replacement costs for various building components and sub-components.
- Prepare inspection reports and provide recommendations on corrective actions, time lines, project strategies and priorities for the execution of capital projects.
- Conduct studies on economic benefits of maintenance strategies; conduct energy audits and provide guidance in the implementation of energy efficient initiatives.
- Update various databases to review and update building equipment lists and data on the condition assessment of building components.

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- Consult with Department and Corporate Occupational Health and Safety on issues related to mould, hazardous materials (e.g. asbestos, PCBs, lead based paints, etc.)
- Performs related duties as required

KNOWLEDGE, ABILITIES AND SKILLS

- Advanced knowledge in areas related to building science
- Knowledge of architectural, structural and building construction work methods, materials, practices and procedures
- Knowledge of legislation, standards, technical and regulatory codes, and safety regulations pertaining to the work performed
- Ability to read, interpret and design advanced plans, specifications, diagrams and charts of a complex technical nature
- Ability to operate instruments and equipment related to the work assignments
- Ability to recognize hazardous materials or conditions and know the appropriate actions to take
- Ability to write technical reports that provide a clear assessment of risk and concisely articulate recommendations
- Excellent communication skills including verbal, written, and presentation skills
- Exceptional attention to detail, specifically in accuracy of calculations and completeness of data
- Proficient in the use of personal computers for the preparation of detailed Building Condition Assessment reports
- Knowledge and skill in computer applications and related programs in support of the business activities

TRAINING AND EXPERIENCE REQUIREMENTS

Completion of a Diploma or Degree in an Engineering or Architectural technology program including coursework in building science, mechanical/electrical systems, sustainable building and/or energy efficiency initiatives. A minimum of five (5) years of relevant experience in building/property condition assessments. Applicant(s) must be eligible to be recognized as a Certified Engineering Technologist (C.E.T.) with ASET and must possess a valid Alberta Driver's License.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	21C
Job Code	2220		2221	
Grade	029		031	

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