

PRAIRIE MOUNTAIN HEALTH

POSITION DESCRIPTION

POSITION: Capital Planning Clerk IV

LOCATION: PRAIRIE MOUNTAIN HEALTH

REPORTS TO: MANAGER Capital Planning

POSITION SUMMARY:

Coordination of construction documents, and engage in the design and review process. Assist in the execution of the many and varied functions, specifically as they relate to civil, mechanical and electrical building systems, as assigned to the Capital Planning Services Department. The Capital Planning Clerk assists in document control, filing organization, AutoCAD drawing modification and creation. The Capital Planning Clerk functions in a confidential capacity in matters relating to all project work.

QUALIFICATIONS:

- Grade 12 education (MB Standards)
- Experience in Architectural drafting relative to AutoCAD Architectural desktop 2018
- Proficiency with Microsoft programs (Outlook, Word, Excel, Access and PowerPoint), as well as Internet applications and other Information Technology
- Understanding of basic construction standards, processes and the physical operations of large facilities
- Experience in Microsoft Project
- Experience in electronic staff scheduling software
- Experience in financial accounting, particularly in how it relates to budgets.
- Familiarity and skill in current office technology and equipment
- Demonstrated ability in maintaining effective interpersonal working relationships required
- Demonstrated critical thinking skills
- Demonstrated effectiveness in coordination, organization and minute taking for meetings
- Demonstrated sound organizational skills, and the ability to work independently
- Demonstrated written and oral communication skills
- Demonstrated professional and personal commitment for professional development, lifelong learning and continuing education
- Demonstrated flexibility to facilitate changes in techniques and procedures
- Maintains professional manner at all times
- Ability to prioritize in a changing environment
- Ability to respect and promote a culturally diverse population
- Ability to respect and promote confidentiality
- Ability to perform the duties of the position on a regular basis

Note: This position is subject to a current Criminal Record Check, Child Abuse Registry Check and Adult Abuse Registry Check

RESPONSIBILITIES:

Overview:

- Creates and updates existing drawings on Architectural desktop 2018. (AutoCAD)
- Document Controller; organizes filing systems, which include drawings, specifications, and all correspondence as it relates to construction projects
- Acts as the point person for drawings requests
- Works closely with Project Coordinators
- Types correspondence, memos, reports, specifications, financial statements, charts etc.
- Acts as a liaison with stakeholders (internal & external) and other outside agencies
- Arranges meetings and appointments (including space and visual aids as required), and takes minutes at selected meetings
- Maintains various financial files as they relate to ongoing construction and projects
- Maintains appropriate and up-to-date computer programs for the Capital Planning Services Department
- Works with a summer student
- Completes other duties as assigned

A. PATIENT SAFETY

1. Performs in a manner that enhances patient safety
2. Participates in and supports the region's Patient Safety Initiatives and Programs
3. Reduces to a degree that is reasonably practicable the rate of adverse events by learning to anticipate and manage them, to reduce the likelihood and severity of their occurrence
4. Studies adverse events in detail and understands how they arise
5. Feeds this knowledge into the design of processes, professional practices and systems
6. Redesigns systems to make Prairie Mountain Health more resilient to the inherent risks, hazards, and harms of "doing business"

B. CONTINUOUS QUALITY IMPROVEMENT

1. Participates in the region's Continuous Quality Improvement Program and Accreditation Program

C. ENVIRONMENTAL

1. Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines
2. Adheres to all safety and health rules and follows recommended Safe Work Procedures
3. Co-operates with the Workplace Health & Safety Committee as necessary
4. Demonstrates a working knowledge of Workplace Hazardous Materials Information systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety data Sheets (MSDS)
5. Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health programs including the Fire, Disaster and evacuation plan
6. Participates in the development of Safe Work Procedures

D. EDUCATION/INSERVICE/DEVELOPMENT

1. Promotes the goals and objectives of educational programs established by the region
2. Attends in-service and education programs to further knowledge and development

E. COMMITTEE PARTICIPATION

1. Participates on appropriate committees as requested
2. Participates in regular staff meetings

F. COMMUNICATIONS

1. Communicates with co-workers both individually and as a group to promote efficient operation and high morale
2. Communicates with co-workers in achieving efficient operation of the department/program
3. Communicates with co-workers in promoting inter-program, inter-departmental and regional operations