

Space Inventory Technician
Department of Education and Early Childhood Development
2-year Contract with possibility of extension
OPEN
Flexible within New Brunswick

*At the Department of Education and Early Childhood Development (EECD),
we are dedicated to fulfilling New Brunswick's educational mission.*

*Check out what it is like to work at the Government of New Brunswick, where we are working together
as [One Team One GNB](#) to improve the lives of New Brunswickers every day!*

Who we are:

The work we do has a positive impact on our communities and helps improve the everyday lives of New Brunswickers. Together, we are over 45,000 New Brunswickers who are passionate problem-solvers, who make a difference and are proud to call New Brunswick home.

The work we do aims to develop engaged and ethical citizens who lead balanced lives and have a desire to learn throughout their lives. Our actions in this regard have a positive impact on our communities and help to improve the everyday lives of New Brunswickers.

The employees of EECD develop programs and offer services that support parents and educators and encourage learners from birth to 20 years old, to achieve lasting and transferable learning that will serve them throughout their lives.

The Educational Facilities and Pupil Transportation Branch is a multi-disciplinary branch, responsible for providing school districts with support and expertise in the planning and management of 294 school facilities, occupational health and safety, and pupil transportation across the Province. The branch's objective is to create a healthy and secure learning and working environment as well as implement a safe and efficient pupil transportation service.

What you will do:

Reporting to the Technical Services Manager, the Space Inventory Technician will be part of a small team dedicated to updating/creating electronic floor plans in schools and supporting space inventory / planning initiatives primarily within the Francophone School districts. Responsibilities will include but not limited to:

- Site visits to school facilities across the Province.
- On site verification of existing AutoCAD floor plans and updating floor plans where required:
 - Confirm accuracy of dimensions and layouts.
 - Verification of spatial data and components.
 - Identify utilization of spaces.
- Maintain and catalogue drawings and space utilization information as directed by the Technical Services Manager.

The successful candidate will work with both department and school district staff on a daily basis and will be responsible to coordinate building access with district Facilities Management teams.

Work environment:

- Remote, anywhere within NB. Reliable internet access required.
- Work at central headquarters in Fredericton may be required on occasion.
- Standard hours of work: Monday - Friday, 8:15-4:30.
- We promote a scent-reduced environment.

Who you are:

You are an individual that is effective working on your own but are also able to work efficiently as part of a group on a larger initiative. Given that a large portion of this role you will be working unsupervised, this poses no issue for you as you are someone that thrives working independently.

Your attitude, skills and interests are just as important as your area of study. We are looking for diverse backgrounds that bring a combination of the following:

Need to have:

- A two (2) year diploma in Architectural or Engineering Technology with a minimum of 4 years related experience. *An equivalent combination of education, training and experience may be considered.*
- Proficiency in AutoCAD.
- Knowledge of building systems.
- Knowledge of office products such as excel.
- The candidate will be able to work independently with limited supervision and provide expected results.
- The candidate must present a criminal record check dated within one year upon accepting the position
- Candidates must have a valid driver's license and have their own mode of transportation. Travel expenses will be remunerated separately.

Written and spoken competence in English and French is required. Please state your language capability.

Nice to have:

- Experience with space planning.
- Knowledge of facilities management principles.
- Knowledge of building codes and fire standards.
- Knowledge and experience in file sharing and cataloging mediums.
- Certified, or eligible for certification by NBSCETT (New Brunswick Society of Certified Engineering Technicians and Technologists).
- Advanced Excel skills and familiarity with database systems.

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Please ensure that preferred language for assessment is identified on your resume.

Behavioural Competencies:

- Analytical Thinking/Judgement
- Concern for Order
- Effective Interactive Communication
- Initiative
- Relationship / Network Building

Technical Competencies:

- Ability to Use Office Technology, Software and Applications
- Planning and Organizing Skills
- Specialized Subject Matter Expertise and Knowledge
- Records and Information Management

Wage:

Engineering & Field Level II - \$39,364 to \$49,452 annually.

What can GNB offer you?

- Comprehensive benefits package and the Public Service Shared Risk Pension Plan.
- Opportunities for career growth, professional development and training.
- Free access to Employee and Family Assistance Program (EFAP) and services.
- 1 paid Volunteer Day per year to give back to your community.
- 1.25 days/month of paid vacation.

Providing a safe workplace for all. Your health & safety are important to us. GNB has implemented preventative measures across the organization to ensure your health & Safety.

How to apply:

We encourage applicants to apply online at www.ere.gnb.ca, indicating competition number **22-2000-C51**. This competition may be used to fill future vacancies at the same level.

Department of Education and Early Childhood Development
Human Resource Services
Place 2000, 250 King Street
Fredericton, N.B. E3B 5H1
Telephone: 1-506-444-4909

We thank all those who apply, however, only those selected for further consideration will be contacted.

Equal Opportunity Employer

Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who demonstrate they are among the most qualified, shall be given preference at the time of appointment. We are an Equal Opportunity Employer.

Let's connect. You belong here.