

CITY OF HAMILTON

CITYHOUSING HAMILTON (DEVELOPMENT SECTION - LOCATION – 55 HESS ST S.)

DEVELOPMENT CO-ORDINATOR (CITYHOUSING HAMILTON) - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Development Project Manager, this position supports the development and revitalization work of CityHousing Hamilton throughout all phases of the development process. Contributes to excellence in pre-development planning, design and construction. Provides support to the Development Team with respect to the planning and delivery of development and revitalization projects.

SPECIFIC DUTIES

Assists with the strategic planning, organization, and co-ordination of activities related to the development process from concept to completion. Participates in feasibility, procurement, design and construction of new and renovated buildings as part of new development and revitalization of assets through multi-stakeholder real estate transactions.

Assists with the preparation, tracking, maintenance of digital inventory, project files, cost estimates, funding sources, amounts and deliverables, project budget, and schedule. Provides regular verbal and written status updates to management.

Assists in the development and preparation of funding proposals to obtain funding for new projects. Identifies potential funding opportunities, coordinates investigative studies and cross-departmental data analysis. Compiles applications, follows-up with funders, and updates submissions as required.

Assists with the drafting of reports to the Board, Committees, or Council as it relates to development and revitalization.

Drafts and assists in creating and updating communication pieces for the public. Coordinates with the Communications Team on Development Flyers and Resident Engagement and Support Services Team on the Housing Matters Newsletter, website content, community event promotional material, and public presentations.

Assists in maintaining and updating development strategy and guideline documents, including specifications, standards and approaches based on policies and best practice through liaising with stakeholders and other housing organizations.

Ensures that scope of work for development and revitalization is in accordance with program needs by consulting with CityHousing Hamilton sections as well as the City of Hamilton's Housing Services division, to ensure organizational goals are aligned and designs are suited to strategic requirements.

Assists with procurement by drafting of requests for expression of interest (RFEOI), requests for proposals (RFP), related evaluation tools, and contract documents.

Assists with all real estate transactions by drafting purchase agreements and sale offerings, master development agreements, and contracts.

Consults with lawyers, architects, engineers, land economists, appraisers and other professional consultants as required to ensure coordination of items related to development and revitalization, including site access, data acquisition and transfer, and scope clarification and direction.

Assists with the preparation of meeting agendas. Coordinates and schedules meetings; participates in meetings on and off-site while recording and issuing minutes as necessary.

Investigates, reports, and co-ordinates responses to development related concerns from the public by attending public consultations and working with the relevant CityHousing Hamilton and/or City departments.

Receives, answers, or redirects inquiries from the public, tenants, other CityHousing Hamilton or City Departments, outside agencies, municipalities, consultants, contractors and vendors.

Works in accordance with the provisions of applicable health and safety legislation and all CityHousing Hamilton and City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs such other duties as assigned which are directly related to the normal job functions.

QUALIFICATIONS

1. Demonstrated knowledge of the practices and theories of project management and construction normally acquired by obtaining a degree or diploma in business administration, construction management, planning, architecture, civil/ architectural engineering technology, or an equivalent combination of education and relevant work experience.
2. Demonstrated knowledge and application of regulations related to the construction and operations of buildings, including of the Ontario Building Code (OBC), of related legislative requirements such as Accessibility for Ontarian's with Disabilities Act (AODA), and of health and safety requirements on construction sites from the Occupational Health and Safety Act (OHSA).
3. Previous experience in design and construction in the residential sector is an asset.
4. Previous experience as a Project Coordinator, working with multiple stakeholders is an asset.
5. Knowledge of social and/ or affordable housing is an asset.
6. Excellent report writing, interpersonal and communication skills.
7. Highly proficient working in Microsoft Office, Word, Excel, and Outlook.
8. Strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking gained through practical experience.
9. Must possess a valid Class "G" driver's licence with provision of a vehicle for use on the job or alternative transportation.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
