

CITY OF HAMILTON

CITYHOUSING HAMILTON (ASSET RENEWAL SECTION – LOCATION – 55 HESS ST. S., 23rd FLOOR)

PROJECT CO-ORDINATOR, ASSET RENEWAL (CHH) - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Energy Initiatives (SPMEI) this position supports the Project Manager, Asset Renewal (PMAR) positions throughout all phases of the project process, ensuring projects are delivered within the scope, budget and schedule specified. Responsible for tracking and reporting requirements and contributing to the overall service excellence provided by the Asset Renewal Team.

GENERAL DUTIES

Provides support to several PMAR with respect to the delivery of capital construction, service contracts and/or compliance projects.

Assists with the planning, organization, and co-ordination of all activities related to the construction process and/or compliance programs from concept to completion in the design and construction of renovated buildings, and service contracts. Assists with all procurement activities including drafting of procurement documents (e.g., requests for proposals (RFP), requests for tender (RFT), requests for quotation (RFQ), site meeting attendance records, bid evaluation reports, etc.), attendance at site meetings, and coordination for executed contract documents as they relate to the capital project process.

Under the direction of the SPMEI, consults with Architects and Engineers and other professional consultants as required to ensure CityHousing Hamilton's needs are met

Assists in searches for information related to capital projects (e.g., drawings, renovation dates, warranty information, etc.).

Assists in liaising with internal (e.g., Asset Renewal, Operations, Maintenance, etc.) and external (e.g., consultants, contractors, tenants, regulatory authorities, etc.) stakeholders ensuring that scope of work is in accordance with CityHousing Hamilton's needs, including long-term operation and maintenance requirements.

Assists in investigating and addressing tenant complaints related to capital projects when required and under the direction of the SPMEI or PMAR.

Participates in site visits, documents site conditions, verifies specified issues related to energy and water efficiency, prepares field reports, etc. under the direction of the SPMEI or PMAR.

Complies with CityHousing Hamilton and Occupational Health and Safety Act (OHSA) requirements for construction projects during site visits.

Assists with the preparation of project cost estimates, schedules, and notices based on the approved budget, timelines, and scope.

Provides and maintains a computerized inventory of all assigned projects and provides regular verbal and written status updates to the SPMEI on a regular basis.

Interprets and reviews drawings, specifications, and tender documents to ensure compliance with procurement policies and CityHousing Hamilton's needs.

Attends and assists with the preparation of, as well as recording, of minutes of project and team meetings as necessary.

Assists in reviews of consultant and contractor payments based upon work completed. Provides recommendations for payment to PMAR and SPMEI. Co-ordinates and tracks the completion of deficiencies with the general contractor and consultant.

Maintains computerized records of capital assets and projects utilizing internal processes.

Updates computerized records of utility data for CityHousing Hamilton's buildings under the direction of the SPMEI.

Prepares visual job aids to assist staff in the use of various software programs used by CityHousing Hamilton for capital projects, other staff to view and energy and water efficiency.

Liaises with authorities having jurisdiction as required.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Must have knowledge of the practices and theories of project management and construction normally acquired by obtaining a degree or three year community college diploma in business administration, construction management, civil/architectural engineering or an equivalent combination of education and relevant work experience.
2. Demonstrated knowledge of Regulations and Legislation related to the construction and operations of buildings is required.
3. Demonstrated experience working in an architectural, engineering, or construction environment is required. Previous experience in the Industrial Commercial Institutional sector (ICI) is an asset.
4. Must have detailed knowledge of budgets, contract administration, facilities construction, spreadsheets and clerical administration through a combination of education and experience.
5. Previous experience in design and construction in the Industrial Commercial institutional (ICI) sector is an asset.
6. Previous experience as a Project Coordinator, working with multiple stakeholders, is a definite asset.
7. Knowledge of Facilities Management is an asset.
8. Well-developed interpersonal, verbal, and written skills required.
9. Knowledge and application of Ontario Building Code (OBC) and related legislative requirements such as Accessibility for Ontarian's with Disabilities Act (AODA).
10. Working knowledge of health and safety requirements on construction sites (OHSA).
11. Experience in a computerized environment with excellent working knowledge of Microsoft Office Word, Excel, , and Outlook Experience with Asset Planner and Northgate is an asset.
12. Must possess a Class "G" driver's licence with provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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