

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT - CULTURE AND TOURISM – HERITAGE RESOURCE MANAGEMENT**LOCATION – LISTER BLOCK,****HERITAGE PROJECT COORDINATOR – CUPE 5167****SUMMARY OF DUTIES**

Reports to the Senior Project Manager, Heritage Facilities and Capital Planning. In accordance with heritage conservation standards, research for, plans and coordinates a number of Heritage Capital projects; coordinates the hiring of contractors and consultants, the monitoring of tradespeople, management of consultants and quality control of capital projects, provides support to the Senior Project Manager, coordinates the photo and report archives. Assists the HFCP Capital Works Coordinator and the Facilities Supervisor.

GENERAL DUTIES

Research for, plan, coordinate, organize, implement and monitor a number of Heritage Capital projects as assigned including but not limited to historic house interior finish conservation, exterior historic masonry and finish conservation, heritage facility major maintenance and capital projects as it pertains to heritage conservation.

Develop project specifications and scopes of work for assigned projects under the direction of the Senior Project Manager and Facilities Supervisor.

Independently manage projects from initiation to design development and construction, including the procurement, permitting, and closeout phases.

Conduct all necessary administration for assigned projects relating to construction, including writing procurement documents, acquiring building permits, and managing billing, filing of paperwork and documentation of projects.

Recruit, oversee and coordinate contractors and consultants for assigned projects.

Creates, interprets and reviews drawings, specifications and tender documents to ensure compliance with contract documents. Reviews tender documents prior to submitting to procurement.

Coordinates and attends site meetings for assigned projects and reports progress to the Senior Project Manager on a bi-weekly basis or as appropriate to the nature of the work.

Oversight of field operations of contractors, initiating inspections of ongoing work and completed work, reviewing related construction reports and recommending appropriate changes during the construction phase, ensuring all materials, operations and construction conform to specifications.

Provide support to the Senior Project Manager in the form of site visits and monitoring back-up on other HFCP projects when the Senior Project Manager is not able to attend.

Provide AutoCAD and design services when needed for HFCP projects is an asset but not a requirement.

Write heritage permit applications and reports for the Ontario Heritage Trust and the Municipal Heritage Committee.

Assist in the management of the archives and photo documentation for the section.

Assist the Capital Works Administrative Coordinator and the Facilities Supervisor as required.

Assists with all procurement including drafting request for proposals (RFP), requests for tender (RFT), request for quotations (RFQ), request for prequalification (RFPQ), including reviewing and evaluating proposal submissions, participating in selection interviews, and recommending selection of consultants/contractors.

Assist with the preparation of cost and project estimates based on approved scope on assigned projects.

Assist in the review of consultant and contractor payments based on the work completed and provide recommendations for payment to SPM. Coordinates and tracks the completion of deficiencies with the general contractor and consultants.

Ensure heritage conservation activity is delivered in accordance with City and provincial guidelines

Keep current with provincial and federal legislation and environmental standards, the Ontario Building Code and industry standards

Write reports and prepare presentations and compose correspondence where necessary.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Seeks, identifies and completes applications or grants to fund ongoing and future work.

Pick up and purchase supplies and attend meetings off site as needed.

Drive to and monitor construction projects several times a week as per project schedule. Site meetings may be required without notice.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous experience in built heritage conservation related to duties listed above normally acquired through a combination of education and relevant work experience.
2. A three-year diploma or degree in Built Heritage Conservation Studies is required.
3. Extensive knowledge of the conservation, restoration and rehabilitation of heritage buildings and structures.
4. Extensive knowledge of heritage guidelines and specifications as set out by agencies such as Parks Canada.
5. Previous work experience ~~working with~~ in project management and design at heritage buildings and sites
6. Demonstrated experience with heritage issues, heritage components of the building code, Ontario Trust Easements, Municipal Heritage Designations, National Historic site designations and heritage permit applications and reviews.
7. An Interior design background would be considered an asset
8. AutoCAD and hand drawings skills would be considered an asset

9. Good communication and organizational skills are required
10. Intermediate working knowledge of MSWord, Excel, PowerPoint, Microsoft Outlook. Intermediate knowledge of AutoCAD is an asset but not required.

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