

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION - FORESTRY & HORTICULTURE- LOCATION 77 JAMES ST. N., 4TH FLOOR)

### PROJECT COORDINATOR (FORESTRY & HORTICULTURE) - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Capital Projects Forestry & Horticulture, the Project Coordinator is an integral part of the Forestry & Horticulture Sections. The Project Coordinator will oversee the preparation and tendering of City quotations and contracts administer specifications, policies and standards; assist in project management.

. The successful applicant:

- Co-ordinates the preparation and tendering of City contracts by ensuring all quotes comply with City Procurement Bylaws and Policies. Approve final tender documents.
- Provides support to the Forestry & Horticulture Sections and the public regarding open space designs and on-site visits with service providers, Municipal staff and contractors.
- Assist in development, monitoring and reporting on sectional budgets
- Works within the confines of constant deadlines, all project plans are time sensitive and must be responded to by the indicated dates.
- Provides advice and reports, to the Sr PM, Manager, Director, and/or General Manager as required.

#### GENERAL DUTIES

Assists the Senior Project Manager, Capital Projects Forestry & Horticulture in the management of projects which includes: researching background information, preparing project budgets and documentation, arranging implementation of project activities within defined borders and timelines, preparing reports related to projects, communicating with and coordinating activities for participants in projects.

Liaises with contracted personnel, consultants, other departments and outside agencies for appropriate co-ordination of Forestry and Horticulture operations in consultation with the Superintendents, Supervisors and Technical staff.

Monitors purchase orders, tracks expenditure against budget and reports periodically to staff.

Collects and analyzes data; prepares scheduled and special reports; maintains program records and statistical information.

Conduct field reconnaissance to obtain photos and site inventory to assist with site assessments.

Assists with the design and compilation of data into reports, databases, webpages, and other information and presentation tools.

Develops regular status reports on the project plans, maintain project management records, input data and generate schedules, create and maintain yearly overall work plan.

Participates in continuous improvement initiatives.

Schedule contracts, arrange site meetings and attend as required, set contract tender periods, closing dates and advertising dates.

Sources products, services and equipment and obtains quotations of the same required for the timely completion of Forestry and Horticulture programs in consultation with the Superintendents, Supervisors and Technical Staff and prepares and processes required Purchasing documentation.

Works 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.

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

**QUALIFICATIONS**

1. Progressive experience in project management in the coordination of projects normally obtained through a two year college diploma specializing in business or administration or a combination of education and relevant work experience.
2. Proven experience with project management theories, practices, and trends to manage contracts and projects including reviewing, approving, and implementing work plans, project budgets, and the procurement process.
3. An understanding of Forestry and/or Horticultural municipal programs acquired through the completion of Community College or equivalent combination of education and work related experience.
4. Possess strong written and oral communication skills combined with highly developed analytical, conceptual, technical, and interpersonal skills, personal integrity and professional commitment.
5. Demonstrated ability to write reports and compile statistics.
6. Must be able to work independently and as a team member making sound judgment based on results of research and/or consultation and the balancing of competing interests.
7. Demonstrated ability to exercise initiative and independent judgment.
8. Must possess good organizational and time management skills.
9. Experience in a computerized environment. Excellent working knowledge of Microsoft Office (Word, Excel, Access, Project and Outlook).
10. Demonstrated ability to work well under pressure.
11. Ability to organize and effectively coordinate a number of projects simultaneously.
12. Able to work with all levels of the organization.
13. Experience in evaluating programs and services against operational standards, service delivery, and budget requirements.
14. Must possess a valid G license

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