

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY, FLEET & FACILITIES DIVISION – STRATEGIC PLANNING, CAPITAL & COMPLIANCE SECTION - LOCATION - LISTER BLOCK, 28 JAMES ST. N.)

PROJECT CO-ORDINATOR (FACILITIES) - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager of Capital construction, the Project Coordinator position will be responsible for all phases of the project development process through design and construction. This position will ensure that projects are delivered in a timely manner, within the scope and approved budget, contributing to the overall quality standards set by the City and provided by the Strategic Planning, Capital & Compliance Section to our clients.

SPECIFIC DUTIES

Provide support to the Project Managers (PM) with respect to the delivery of capital construction and/or compliance projects.

Assist 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 new and renovated buildings which may include infrastructure such as arenas, pools, community centres and municipal buildings.

Assist with all procurement including drafting of requests for proposals (RFP), requests for tender (RFT), requests for quotation (RFQ) as required, including reviewing and evaluating proposal submissions, participating in selection interviews, and recommending selection of consultants.

Consults with architects, engineers and other professional consultants as required, in order to ensure client needs are met.

Liaises with client contacts and stakeholders ensuring that scope of work is in accordance with client and program needs, as well as appropriate operations and maintenance staff in order to ensure designs are co-ordinated with long term maintenance requirements.

Participates in site visits, documents site conditions, prepares field reports, and provides contract administration on assigned projects. Ensure compliance with all health and safety requirements on construction sites.

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

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

Provides and maintains a computerized inventory of all assigned projects and provided regular verbal and written status updates to management on a regular basis.

Interprets and reviews drawings, specifications, and tender documents to ensure compliance with contract documents. Reviews tender drawings and specifications prior to submitting to Procurement.

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

Assists in review of consultant and contractor payments based upon work completed and provide recommendations for payment to Project Manager. Co-ordinates and tracks the completion of deficiencies with the general contractor and consultant.

Maintains records of project budget, schedule, and progress utilizing internal PM processes. Prepares routine site inspection reports for ongoing projects.

Assists with the drafting of Reports to Council or Committee as it relates to capital projects. Receives, answers, or redirects inquiries from the public, other City Departments, outside agencies, consultants, contractors and vendors.

Liaises with authorities having jurisdiction as required.

Performs such other duties, as may be assigned by the immediate supervisor, which are directly related to the normal job functions.

QUALIFICATIONS

1. Must have knowledge of the practices and theories of project management and construction normally acquired by obtaining a degree or diploma in construction management, architecture, engineering or an equivalent combination of education and relevant work experience through a combination of education and experience. PMP designation an asset.
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 design and construction in the Industrial, Commercial, and Institutional sector (ICI) is an asset.
4. Must have detailed knowledge of budgets, contract administration, facilities construction and administration through a combination of education and experience.
5. Experience as the owner representative project coordinator (or equivalent) on facilities design and capital construction project is required.
6. Previous experience as a Project Coordinator, working with multiple stakeholders, is a definite asset.
7. Knowledge of Facilities Management and 11 core competencies is an asset, including the Certified Facility Manager (CFM) designation.
8. Well-developed interpersonal, verbal, and written communication skills are required, including experience working with various stakeholders and delivering customer service.
9. Knowledge and application of Ontario Building Code (OBC) and related legislative requirements such as, but not limited to, Accessibility for Ontarians with Disabilities Act (AODA).
10. Working knowledge of health and safety legislation and procedures on construction sites related to the Occupational Health and Safety Act (OHSA). Knowledge of application of building code, regulations and construction procedures, background in field techniques, construction document practices, and site inspection experience is an asset.
11. Experience in a computerized environment with excellent working knowledge of MS Word and MS Excel, MS Project and Outlook.
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.
