

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY, FLEET & FACILITIES – STRATEGIC PLANNING & CAPITAL COMPLIANCE - LOCATION – LISTER BLOCK, 28 JAMES ST. N. 5TH FLOOR)

PROJECT CO-ORDINATOR (COMPLIANCE & FACILITIES) - CUPE 5167

SUMMARY OF DUTIES

Report to the Senior Project Manager, Strategic Planning & Compliance, the Project Co-ordinator, Facilities & Compliance supports the Strategic Planning, Capital & Compliance (SPCC) Section in the delivery of all contracts assisting with the planning, organization and co-ordination of all related processes. The Project Co-Ordinator will liaise with internal and external clients, support departments and external consultants and participate in and prepare all relevant reports. The Project Co-ordinator's responsibilities include assisting in ensuring that contracts (compliance, operational and capital) are completed in a timely manner, within the approved budget, and to the legal and quality standards set by the Province and City.

GENERAL DUTIES

Provide support to the SPCC Section with respect to the delivery of contracts including compliance, operational and capital.

Assist with all planning, organization, and co-ordination of all activities related to processes and/or programs from concept to completion related to compliance, operational and capital construction contracts which may include infrastructure such as arenas, pools, community centres and municipal buildings.

Participates in site visits, documents site conditions, conduct site audits, investigates complaints, and prepares field reports and vendor performance forms.

Investigate sites to research and review EHS law and related City By-Laws to identify potential gaps in compliance and corrective action requirements.

Assist in reviews consultant and contractor payments based upon work completed and provide recommendations for payment to SPCC section team members. Co-ordinates and tracks the completion of deficiencies with the vendors.

Assist with all procurement including drafting of request for quotation (RFQ) as required as it relates to the contracts.

Consults with professional consultants as required, in order to ensure client and program 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.

Provides and maintains a computerized inventory of all projects and provide regular verbal and written status updates to management on a regular basis. Maintains records of project budget, schedule and progress utilizing internal PM processes.

Audit reports and field books of contract activities, reporting all activities, findings and conclusions to the Manager.

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

Assist in reviews consultant and contractor payments based upon work completed and provide recommendations for payment to SPCC section team members. Co-ordinates and tracks the completion of deficiencies with the vendors.

Assists with the drafting of Reports to Council or Committee as it relates to contracts. Receives, answers, or redirects inquires 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. Demonstrated knowledge of the practices and theories of contract and/or project management normally acquired by obtaining a degree or diploma in business administration, construction management, Must have detailed knowledge of budgets, contract administration, facilities construction, spreadsheets and clerical administration through a combination of education and experience.
2. Demonstrated knowledge of Regulations and Legislation related to the construction and operations of buildings is an asset.
3. Demonstrated experience working in a municipal, university, school, or hospital environment and/or the Industrial Commercial Institutional sector (ICI) is a strong asset.
4. Well-developed interpersonal, verbal, and written skills required.
5. Demonstrated experience in computerized environment with excellent working knowledge of Microsoft Office Word, Outlook and MS Project. Must have intermediate level working knowledge utilizing Microsoft Excel.
6. Previous experience as a Project Coordinator, working with multiple stakeholders, is a definite asset.
7. Knowledge of Facilities Management/Operations is an asset.
8. Knowledge and application and related legislative requirements including Accessibility for Ontarian's with Disabilities Act (AODA). Working knowledge of health and safety requirements on construction sites (OHSA).
9. 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
