

Job Description

Job Title:	Senior Construction Coordinator
Department:	Plant Operations
Reports To:	Director, Design & Construction Services
Jobs Reporting:	N/A
Salary Grade:	USG 8/9
Effective Date:	June 2017

Primary Purpose

The Senior Construction Coordinator will be responsible for the provision of contract administration, co-ordination and field review of projects under construction or installation across the University's campus, facilities and infrastructure. These projects will include construction of alterations, renovations, replacement, upgrading and small additions to existing buildings, structures, roads, walkways, signs and landscaping contributing towards providing a safe and accessible, invitingly clean and comfortable, functionally-enriched and well-maintained campus environment through service excellence.

Key Accountabilities

Strategic Planning

- Assists with and supports the department's strategic planning efforts addressing stewardship responsibilities and long-term sustainability of the University's campus, facilities and infrastructure and maximizing opportunities for efficient delivery of campus services and optimal investments in University-wide infrastructure.

Operations

- Acts as a member of a multi-disciplinary team providing contract administration and ensuring that contracted work is performed in accordance with the drawings and specifications, good workmanship standards and meets the University's requirements.
- Participate in the design process by attending design meetings when required and provide input for larger projects
- Organize the site visits in co-operation with the project leader, assist in the preparation of the bidder's lists and comment on tender results.
- The position has a direct influence on the safety, quality of construction and value received as well as ensuring minimal disruption to the teaching and research activity.
 - Arranges contractor access (keys, parking etc.).
 - Reservation /scheduling space to permit the work to take place.
 - Verifying site conditions prior to work commencing by the contractor.
 - Field review of work to ensure that the project is on schedule and in accordance with the plans and specifications.
 - Coordination of both external contractors and internal University forces e.g. tie-ins to mechanical and electrical systems.
 - Provides clear and concise direction to the contractor and communicates clearly and timely the status of the project to affected parties.
 - Anticipating and resolving problems due to site conditions.
 - Evaluation and recommendation of change orders.
 - Certifying labour on time and material projects.
 - Verifying that contractors invoices align with the work completed.

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<ul style="list-style-type: none"> ○ Preparation of certificates of payment. ○ Ensures that all documentation (notice to Ministry of Labour, bonds, insurance, permits, “as-built” drawings etc. are submitted in a timely manner. ○ Provides back-up to other Construction Coordinators during vacation and other absences. ○ Input time in the electronic time reporting system on a daily basis and keep time sheets and project tracking software up to date. ● Assist with planning activities, short and long-term campus and facilities planning to support the departments’ strategic and operational direction.
<p>Other</p> <ul style="list-style-type: none"> ● Performs other related duties and responsibilities as assigned and supports departmental activities.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none"> ● Completion of a 2 year community college program in architectural, construction, electrical or mechanical technology ● An equivalent combination of education and/or experience will be considered
<p>Experience</p> <ul style="list-style-type: none"> ● 8 years of related experience required
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none"> ● Knowledge of local building codes and regulations, standards, and building structures ● Ability to produce quality deliverables and to monitor project tasks ● Strong analytic, oral, and written communication skills ● Experience in institutional projects is preferred ● Excellent communication and interpersonal skills, with a deep commitment to customer service, proven innovative approach to problem solving and an aptitude towards service excellence and responsiveness. ● Intermediate in the following programs: AutoCAD, MS Word, Excel, Access

Nature and Scope

- **Contacts:** This position comes in contact with a wide variety of internal and external people at all levels of responsibility. Must maintain excellent relationships with all of these people. This requires excellent personal and communication skills.
- **Level of Responsibility:** The position has no direct supervision of others.
- **Decision-Making Authority:** Required to work with little supervision with guidance from senior staff as required.
- **Physical and Sensory Demands:** Minimal physical demands primarily operating within an office environment; project site visits as required.
- **Working Environment:** Team environment in an office based setting, and involving collaboration with all business and operating units within the department and across the University.