

Job Description

Job Title:	Senior Construction Coordinator, Major Projects
Department:	Plant Operations
Reports To:	Director, Design & Construction Services
Jobs Reporting:	None
Salary Grade:	USG 9/10
Effective Date:	December 2018

Primary Purpose

Reporting to the Director, Design & Construction Services, the Senior Construction Coordinator, Major Projects is the owner's agent in providing field review and construction contract coordination and administration for new construction and renovation projects. Collaborating with Plant Operations maintenance and design teams, this position represents and liaises with University campus clients during construction projects that strive to improve campus facilities and infrastructure, while providing a safe and accessible, invitingly clean and comfortable, functionally enriched and well-maintained campus environment.

Key Accountabilities

Planning and Standards

- Assists with and supports the department's strategic planning efforts addressing stewardship responsibilities and long-term sustainability of the University campus(es), facilities and infrastructure while maximizing opportunities for efficient delivery of campus services and optimal investments in University facilities and infrastructure.
- Assists with continuous improvement of project delivery standards and ensures standards during construction, contract close-out and warranty periods.
- The position has a direct influence on the safety, quality of construction and value received while ensuring minimal disruption to the campus community, teaching and research activities.

Contract Administration and Field Review

- Participates in the design process by providing quality assurance/quality control (QA/QC) peer reviews on larger projects.
- Coordinates the work of surveyors, geotechnical consultants, and designated substance consultants during design and pre-construction stages.
- Completes post-construction performance evaluations of general contractors and sub-trades to inform the pre-qualification process on future construction opportunities.
- Participates as required in establishing preferred contractor bidder's lists.
- Acts as a member of a multi-disciplinary team, providing field review and contract administration to ensure that construction contracts (the Work) are performed in accordance with the drawings and specifications, quality standards, and University requirements.
- Monitors project budget and schedule and prepares weekly status reports.
- Attends project site meetings in collaboration with Plant Operation designers and/or external architectural/engineering consultants where applicable.
- Coordinates utility locates with Plant Operations forces and external contractors.
- Coordinates with external consultants to recommend and administer cash allowances for testing and inspections by third party inspection agencies.

Job Description



- Coordinates temporary service disruption scheduling to enable the Work to take place.
- Arranges contractor access. (keys, parking etc.)
- Assures the safe and responsible conduct of contractors and staff in and around demolition/renovation/construction sites, including necessary controls and safety measures are in place to protect people and property, and reports any contravention of the applicable regulations, legislation and best practices to the offending parties and to any regulatory authorities having jurisdiction, as appropriate.
- Coordinates contractors and University forces to assure compliance with the University's safety management programs, including the "Hot Work" permit process.
- Coordinates contractors and University forces with respect to tie-ins for mechanical and electrical and similar systems.
- Proactively supports construction projects by resolving problems arising from unforeseen conditions.
- Administers change management during construction through supplemental instructions, proposed change notices, change orders and change directives where applicable.
- Reviews contractor applications for payment and prepares of certificates of payment where Owner is acting as the payment certifier.
- Coordinates the review of submittals and shop drawings for design conformance where Plant Operations personnel are acting as the consultant.
- Ensures that all documentation (Ministry of Labour Notice of Project, bonding, insurance, permits, close-out documentation including but not limited to warranties, as-built and record drawings) is submitted in a timely manner.
- Prepares deficiency lists (punch lists) in association with stakeholders and external consultants where applicable.
- Provides support to other Construction Coordinators during vacation and other absences.
- Inputs time in electronic timesheet reporting system on a daily basis.

**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

Education

- Three (3) year post-secondary education in architectural, engineering, construction technology or construction management.
- An equivalent combination of education and/or experience will be considered.

Experience

- 10 years of progressive experience providing field review and construction contract administration for building construction projects in excess of \$5M construction value.
- Recognized certification in Construction Contract Administration will be considered an asset.

Knowledge/Skills/Abilities

- Knowledge of liabilities and responsibilities of project owners, constructors, architectural/engineering consultants, Canadian construction industry regulations, designated substance management best practices and standard forms of CCDC contracts.
- Working knowledge of the latest edition of the Ontario Building Code, Construction Act, and OAA/OGCA Guide to Project Closeout Procedures.
- Proficient in evaluating construction schedules and the Critical Path Method.

Job Description



- Working at Heights training.
- Strong analytic, oral, and written communication skills.
- 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.
- Experience in institutional projects is preferred.
- Working knowledge of AutoCad will be considered an asset.

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:** This position ensures that contractors are meeting contractual obligations, and ensures that the University adheres to Construction Act regulations including prompt payment legislation.
- **Decision-Making Authority:** Accountable to administer construction contracts and assist with resolving disputes with contractors expeditiously in consultation with the Director, Design and Construction Services, minimizing risk of budget overruns, delay claims and litigation.
- **Physical and Sensory Demands:** Demands typical of office environment. Must also be comfortable climbing ladders, reviewing construction progress at various stages of completion in all weather conditions.
- **Working Environment:** May be required to drive to satellite campuses. Regular working hours with some evening and weekend work required.