

Job Description

Job Title:	Project Coordinator - Infrastructure
Department:	Plant Operations
Reports To:	Project Manager
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	July 2019

Primary Purpose

Reporting to the Project Manager, the Project Coordinator supports the management of a comprehensive capital planning and renewal program including budgeting, scheduling, design coordination, implementation and commissioning. The ideal candidate will contribute to a team delivering multiple design and construction projects, from programming and design through construction and close out, ranging in size from \$20,000 to \$35M.

Responsibilities include the delivery of service excellence, aligned with the Plant Operations mission, vision and values, while providing a safe and accessible, functionally-enriched and well-maintained campus environment.

Key Accountabilities

Administration and Coordination

- The successful candidate will become an accountable member of a multi-disciplinary team providing coordination of design and construction projects. The incumbent will employ project management best practices and methods to ensure work is planned and executed to meet applicable University standards, quality, code, regulatory and stakeholder requirements
- Assists Project Manager in developing and prioritizing a multi-year capital plan responding to facility needs based on various inputs including but not limited to strategic and business plans, facility condition assessments (FCA), deferred maintenance needs, energy management and sustainability goals/mandates
- Provides support to the Project Manager with programming, scheduling and control of construction projects
- Contributes toward and supports a technical team of both internal designers, and external consultants in the project and scope definition, design, planning, procurement, contract management and commissioning of all construction projects
- Prepares design drawings, and/or contract documents including drawings and specifications, develops cost estimates, in support of bidding and contracting construction projects
- Coordinates the work of surveyors, geotechnical consultants, and designated substance consultants during design and pre-construction stages.
- Supports Project Manager in maintaining and organizing official project records to include budgets, schedules, submittals, specifications, operations/ maintenance manuals, drawings, and photos
- Supports the continuous improvement of, and adherence to campus standards for design, equipment, furnishings, space usage, etc. Coordinates with Plant Operations to update and/or define Guidelines for Design and Construction as required
- Represents Plant Operations in all communications with stakeholders, consultants and contractors throughout all phases of projects

Job Description



- Works with University Procurement and Contract Services, Plant Operations, and stakeholders to follow procurement requirements for selection of suppliers, consultants and contractors.
- Inputs time in electronic timesheet reporting system on a daily basis

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 adherence to standards during design, construction, contract close-out and warranty periods
- Participates in establishing preferred consultant and contractor Vendor of Record (VOR) lists

Contract Administration and Field Review

- 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 certificates for payment where Owner is acting as the payment certifier
- 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
- Participates in post-construction performance evaluations of general contractors and sub-trades to inform the pre-qualification process on future construction opportunities
- Monitors project budget and schedule and prepares weekly status reports
- Attends project site meetings

**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 and Experience

- Bachelor's Degree or Diploma in Architecture
- Intern architect registered with the OAA (candidate for OAA license) is preferred
- Minimum of:
 - Three (3) years of experience working full time or equivalent in an Ontario based architectural firm or,
 - Three (3) years of construction/building industry experience in an administrative or supervisory role
- Experience in a leadership role (eg. job captain, project coordinator, or lead designer) considered an asset
- Building construction industry experience within major institutional sectors, such as post-secondary education, medical, or multi-unit residential considered an asset

Knowledge/Skills/Abilities

- Ability to read Civil, Architectural, Structural, Mechanical and Electrical drawings
- Knowledge of the theory and practices related to building design and construction, architectural and engineering principles

Job Description



- Proven project and contract management skills and ability to effectively monitor contractors, consultants, evaluate work in progress and identify/resolve deficiencies
- Up to date knowledge of applicable Building Codes, AODA, Sustainability best practices, Construction Act, Municipal by-laws and other relevant Standards, Acts and Regulations.
- Excellent organizational and time management skills
- Knowledge of and demonstrated core competencies including customer service, communication, team work, initiative/self-management, accountability, and adaptability
- Communication and negotiation skills to effectively interact with University staff, consultants, contractors, external agencies and stakeholders
- Ability to coordinate multiple projects with varying resources and conflicting/competing timelines
- Computer literacy utilizing Microsoft Office software applications and working knowledge of AutoCAD, latest edition
- Ability to produce status reports, prepare presentations, and communicate clearly both verbally and in writing
- Ability to work outside regular business hours, as required

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. The ideal candidate must be service-oriented and understand that the role is to help deliver projects that serve the campus community and enhance the student experience.
- **Level of Responsibility:** Accountable to the Project Manager for successful coordination of projects towards successful completion.
- **Decision-Making Authority:** Decisions made with guidance from senior staff.
- **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, involving collaboration with all business and operating units within the department and across the University. Minimal physical demands primarily operating within an office environment. Project site visits as required wearing personal protective equipment. Regular working hours, with some evening/weekend work required.