

Job Posting: #2021-33

Job Title: Capital Projects Coordinator, Non-Linear Projects

Department: Corporate Services

Reports To: Manager, Assets & Technology Services

Status: Full Time Permanent

Hours per Week: 35

Salary: \$56,439 to \$68,601

Application Due Date: October 31, 2021

Role Summary

This position is responsible to coordinate activities related to non-linear capital projects and studies as required by various municipal divisions for facility, equipment and land improvement projects. Prepare consultant and contractor procurement documents and participate in selection and administration of these goods and services. Ensure that projects are completed in accordance with the municipality's strategic objectives, annual budget limits, regulated statutes, health and safety policies and best practices.

Role Specific Duties and Responsibilities

Project Planning:

1. Coordinate the review of engineering or technical drawings and contract documents to ensure compliance with industry standards.
2. Assist in the development of project requirements and budgets, and coordinate the development of technical specifications and bid documents. Assist with bid processes and coordination of construction contracts.
3. Provide advice on project management or administration and industry best practices for project management and rehabilitation, renovation or replacement to divisional managers. Report preparation for technical information, specific to projects, to senior staff or Council may be required.
4. Prepare technical specifications, procurement documents, contracts and agreements, project budgets and schedules, financial reports, staff reports, meeting minutes and technical evaluations in a final draft form.

Project Execution:

5. Coordinate project management activities for capital rehabilitation, renovation or replacement projects, including the development of bid specifications, procurement, bid analysis, contractor supervision and contract administration. Prepares and maintains RFP, Tender and Bid information for non-linear capital projects.
6. Coordinate the collection of information for the submission of approval applications from outside agencies

7. Resolve conflicts between stakeholders, the public, contractors and trades while working within established budgetary limits. Ensure the appropriate application of regulated statutes, health and safety policies and best practices in the construction industry.
8. On approval, initiate and monitor projects against approved budgets. Maintain summary of project costs for monitoring and reporting. Prepare contract change orders and supporting documentation. Make adjustments to project spending within the overall approved limits.
9. Maintain the Municipality's Corporate Project Management Records Management System.

Asset Management & Capital Budget Development:

10. Develop and maintain the Municipality's database of benchmark costs for rehabilitation, renovation, and replacement of various asset classes.
11. Assist Divisional Managers with the creation of preliminary opinions of cost for rehabilitation, renovation, and replacement of various asset classes.
12. Coordinate the collection of data to be entered into the Municipality's Asset Management registry at the completion of projects.

General Duties and Accountabilities

1. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. CET designation through OACETT preferred.
2. Project Management Professional (PMP) or Project Management Certificate.
3. Valid Class "G" Driver's License in good standing.

Education, Skills and Experience

1. 3 year community college Diploma in Architectural or Building Construction Technology.
2. Minimum 2 years' related experience preferably in a municipal environment.

3. Knowledge of non-linear infrastructure and building construction methods, engineering principles, project management, asset management and financial matters related to capital infrastructure projects.
4. Knowledge of Ontario Building Code, Accessibility for Ontarians with Disabilities Legislation and Design of Public Spaces standards, Technical Safety Standards Association, Canadian Construction Association Documents, and Canadian Standards Association standards.
5. Thorough working knowledge of Microsoft Windows and Office applications.
6. Strong skills in communication (written, oral and interpersonal), organizational, public relations, customer service and project management.
7. Ability to maintain confidentiality, be tactful in all dealings, be self-motivated and work effectively alone or in a team environment.

Physical Demands and Working Conditions

- Working conditions are in a standard office environment and public meetings with exposure to written and verbal criticism from the public and phone/counter/office interruptions.
- Physical demands requires computer work concentration, sitting and standing. Site visit physical demands requires standing and moving, uneven ground, and occasional lifting. Some exposure to inclement weather and temperature conditions, loud noises, chemicals, dust etc.
- Normal hours of work are 35 hours per week, Monday to Friday Available to attend evening and/or weekend meetings and other events, as required.

Contacts and Interactions

- Incumbent communicates regularly with municipal staff, contractors, suppliers, consultants, government agencies, regulatory bodies, stakeholders, and members of the public.

Applicant Information

- **Interested qualified applicants are invited to forward their cover letter and resume in PDF format directly to the Municipality quoting Job #2021-33 by October 31, 2021 to:**

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.



We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.