

## Job Information

Job title	<b>Project Coordinator</b>	Job Code: PRCOR	Pay Grade: L
Title of immediate supervisor	Manager of Project Delivery		
Department/Division	Engineering / Facility Operations		
Prepared by	N. Pallan		
Date Created	August 23, 2016	Revised date	May 2021

## Job Purpose

Works in a very fast paced environment, coordinates the planning, implementation, and tracking of concurrent short term administrative and capital projects. Manages projects as defined within the framework and guidance developed by the Project Management Office.

## Duties and Responsibilities

- Collaborates with various internal and external stakeholders as well as government agencies.
- Defines the scope of the project in collaboration with stakeholders and project sponsor.
- Develops the schedule for project completion and monitors project progress.
- Establishes budget estimates and tracks costs to keep within budget.
- Defines key objectives, deliverables, and measures to evaluate the project upon completion for approval.
- Develops detailed work plans identifying and sequencing activities to successfully complete the projects.
- Determines resources required to complete the project and effectively assigns resources to the activities.
- Meets with staff, contractors, consultants and assists with procuring goods and services.
- Updates as-built drawings and designs drafts (e.g. new office layout) using AutoCAD, for various disciplines within the building sciences.
- Coordinates the work completed on multiple concurrent projects, including planning; preliminary and final design reviews; preparation of specifications; preparation of tender documents; analysis and tabulation of bids; review of insurance and bond documents; review of job cost allocations, change orders, resource assignment, work sequences.
- Works in close consultation with section managers and supervisors to support building operations at municipal facilities, including Municipal Hall, Public Safety, Fire Halls, Recreation Centres, Saanich Libraries, and other properties.
- Inspects and analyses all phases of non-municipal works to ensure conformance and/or compatibility with permits, standards, design drawings, as-built drawings, and schedules and reports on same and recommends payment and/or deposit releases.
- Supports the ongoing development of operational procedures and programs, including preventative maintenance, workplace safety, and other related procedures and programs.
- Learns and demonstrates proficiency with new business practices, technologies and software as they are introduced.
- Maintains accurate records.
- Performs other related duties as required.

## Qualifications

- Diploma in Building Sciences from recognized post-secondary institution.
- Red seal certified trade would be an asset.
- Three years related experience including project management experience.
- An equivalent combination of education and experience may be considered.
- Proficient in Microsoft Office applications and AutoCAD.
- Employment is subject to provision of a satisfactory Police Information Check (PIC) no older than 6 months.

- Registration or eligible for registration as an AScT with the Applied Science Technologists and Technicians of BC would be an asset.
- Contract administration experience (including CCDC contracts) would be an asset.

### **Physical Requirements**

Sufficient physical strength to perform the work and stamina to work varying shifts and conduct field inspections under varying conditions.

### **Working Conditions**

Works in a recreational and/or municipal setting.