



Job Title: Regular Full-Time Project Coordinator

Posting Number: 004850

Department: Safety and Facilities Services Department

Branch: Facilities Management Services

Location: City Hall

Posting Start Date: 2024/06/11

Posting End Date: 2024/06/25 by 4:30pm

Employment Group: CUPE 251

Salary Grade: 10, \$41.96 - \$46.61

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Manager, Capital and Technical Services, the Project Coordinator is responsible for all aspects related to the delivery of capital projects, including planning and design, procurement, and contract administration in the areas of construction, rehabilitation, capital maintenance, upgrades, redevelopment and renovations/alterations in parks and facilities for projects of up to \$1M.

Responsibilities:

- Manage, prioritize and plan project delivery for all rehabilitation projects or redevelopment projects, including, improvements to windows, walls, doors, roof replacement, roof repairs, technology painting projects, playgrounds, trails and splash pads etc. for City facilities;
- Manage the work of external consultants, including the coordination and review of architectural, engineering or landscape architectural work to ensure design consistency and quality for all capital projects.

- Assist with drawing management, space planning, furniture acquisition/repairs, condition assessments, developments and implementation of short and long range plans, policies and procedures;
- Assist with effective and efficient capital planning, project planning and development strategies for the Facilities Management Services Branch and implement supporting systems and practices;
- Provide policy and strategic advice to Management;
- Develop and coordinate Requests for Proposal (R.F.P.'s), Request for Quotation (R.F.Q.'s) and Request for Tender (R.F.T.'s) as per the City's procurement bylaw for capital projects;
- Provide project management services including scope of work, detailed design, drawings, coordination of client department needs, oversight of general contractors performance, substantial completion and commissioning, warranty, formal project hand over and post construction project review;
- Approve invoices, progress draws, changes to the contract, process change orders, ensuring specifications are met and warranty and commissioning processes are followed;
- Provide technical expertise on cross-departmental capital projects and planning strategies;
- Review and provide comments and recommendations on Site Plan applications and technical assessments as they relate to City owned parks and facilities.
- Coordinate construction projects through ongoing field inspections, risk assessment, ensuring contract compliance, quality control, and adherence to health and safety standards; and
- Act as a staff liaison to Advisory Committees as needed.

Requirements:

- Demonstrated knowledge and skills normally associated with the completion of a three year (3) College Diploma in the fields of Architecture, Landscape Architecture or Engineering along with seven (7) years of project management/coordination experience preferably in a municipal environment.
- Registered Project Management Professional (PMP) with the Project Management Institute (PMI) is an asset.
- Established skills in Microsoft Office Suite, Microsoft Office and experience using relevant software applications (i.e. AutoCAD, Adobe including Adobe Creative Suite).
- Demonstrated technical knowledge in the fields of architecture, landscape architecture, and/or engineering design and construction.
- Knowledge of workplace safety, codes, and legislative requirements.
- Experience in preparation of financial and technical reports.
- Excellent project coordination, strong organizational, research and analytical skills.
- Ability to communicate effectively, both orally and in writing, with staff, elected officials, external agencies, and the public.
- Highly developed interpersonal skills with the ability to establish and maintain good working relationships in a team environment.

- Demonstrated ability to work under pressure and on own initiative in order to meet rigid timelines.
- Possession and maintenance of a valid unrestricted Class 'G' Ontario Drivers' License and ability to provide own transportation between work sites as required.

Apply online at: <https://oshawa.jobs.net/en-CA/search>

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.