

## CITY OF KAMLOOPS

JOB TITLE: Project Coordinator – Capital Projects

PAY GRADE: 15

### NATURE AND SCOPE OF WORK

The Project Coordinator – Capital Projects performs administrative and technical work of a complex and highly skilled nature related to project management, including project coordination of design and construction work for a variety of capital infrastructure projects under the limited supervision of the Capital Projects Supervisor. The incumbent initiates, plans, organizes, coordinates and manages design and construction work for related projects, prepares terms of reference and proposals for consultants and contractors, coordinates and participates in the preparation of reports and develops documents and contracts for projects. This position is a project coordinator between internal departments and divisions and/or consultants and contractors to ensure desired results. This position prepares project schedules and budgets, chairs project meetings and reviews plans and working drawings at various stages for conformance to project guidelines and established standards. The incumbent prepares and maintains a variety of materials such as records, technical and status reports, correspondence and project specifications. This position reviews all invoices, change orders, and other payment claims for accuracy and investigates discrepancies related to projects. This position coordinates and may conduct field inspections and ensures all work being performed is in accordance with contractual terms and established regulations. The Project Coordinator – Capital Projects resolves minor contract disputes, advises on proposed changes, and monitors construction practices, standards, and progress. Work includes occasional pressure of volume of work and deadlines. This position involves regular use of a vehicle and is of a nature that ordinary care would prevent injury to others. There is a high level of accountability for accuracy and quality of work.

### ILLUSTRATIVE EXAMPLES OF WORK

1. Coordination of design, contract administration and documentation. Administers the project during the design and construction phase, monitoring progress against the schedule and budget.
2. Organizes and provides direction related to projects and the workload of the construction inspectors and other capital projects staff and acts as a resource on construction and contract-related issues.
3. Responsible for tracking project budgets and financial forecasts, prepares progress reports, progress payments, review of weekly inspection summary reports, detailed construction cost estimates, and tender and contract documents; reports changes and deviations from plans; performs tests; and notifies the Capital Projects Supervisor of discrepancies and variances.
4. Coordinates and may conduct inspections of projects and contractual work being done by internal crews and contractors that is in progress on a variety of design and construction projects. Reviews and checks engineering drawings, maps, plans, specifications, and technical data to ensure work done is in conformance with specifications and approvals; estimates costs of deficient work requiring correction and

- conducts final inspections; and conducts and/or reviews as-constructed survey pickup and any additional inspections required during warranty periods.
5. Reviews and checks as-built drawings submitted by contractors, City staff, and consultants to ensure they comply with the applicable standards.
  6. Provides assistance to the Capital Projects Supervisor in solving problems with capital projects, attends contractor site meetings as a City representative, provides contractors and internal work crews with technical information requiring conformance to City standards, and discusses and resolves problems and complaints involving private property owners affected by construction project works.
  7. Coordinates regular inspections and prepares reports and recommendations on a wide variety of public complaints relative to all City projects.
  8. Consults with contractors, developers, superintendents, engineers, internal staff, and others in matters related to inspection and regulatory work performed.
  9. Attends preconstruction meetings with the Capital Projects Supervisor, engineers, contractors, and other City staff to provide information about municipal standards, WorkSafe BC regulations, testing, or other aspects of the development project.
  10. Maintains records, files, and correspondence related to municipal construction field services work.
  11. Prepares or assists with RFP's, evaluations and interviews for the procurement of contractors and consultants.
  12. Performs other related duties as required.

#### REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Thorough knowledge of engineering principles, methods, procedures, and practices.
2. Thorough knowledge of the most current version of the Master Municipal Construction Documents (MMCD) and other forms of contract such as Canadian Construction Document Committee (CCDC), Polyparty Contracts etc.
3. Thorough knowledge of construction materials, procedures, and equipment, as related to municipal work.
4. Thorough knowledge of City standards and by-laws applicable to construction of municipal work.
5. Thorough knowledge of material laboratory testing procedures for civil/municipal construction projects. Ability to interpret, and in some cases, prepare reports from material laboratory tests.
6. Ability to communicate effectively, orally and in writing, particularly technical reports.
7. Ability to interpret engineering and architectural plans and specifications.

8. Ability to train and monitor the work of others and provide performance feedback to the Supervisor.

#### PREFERRED TRAINING, EXPERIENCE, MEMBERSHIPS, ETC.

1. Previous experience in a municipal design and capital construction.
2. PMI certification such as PMP, CAPM or ability to obtain within 6 months.

#### REQUIRED LICENCES, CERTIFICATES, ETC.

1. Completion of a two-year diploma in Civil Engineering Technology or equivalent.
2. Eligible for certification as an Applied Science Technologist with the Applied Science Technologists and Technicians of BC (ASTTBC).
3. Certified MMCD Contract Administrator, or the ability to obtain within 6 months.
4. Minimum of five years' previous experience as a construction Inspector or in design and field inspection of municipal facilities including waterworks, sewerage, roads, and structures including at least two years of recent contract administration experience.
5. Valid Class 5 BC Driver's Licence.

#### HOURS OF WORK

Normal day shift.