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|  | Municipality of the County of Annapolis<br><b>JOB DESCRIPTION</b> | Position Title:<br><b>PROJECT COORDINATOR</b> |
|                                                                                   | Union / Non-Union:<br><b>NON-UNION</b>                            | Classification Type:<br><b>FULL-TIME</b>      |
|                                                                                   | Salary Classification:<br><b>RANGE 4</b>                          | Approval Date:<br><b>SEPTEMBER 2026</b>       |

### **Job Summary**

The Project Coordinator is responsible for supervising all capital projects carried out by the Municipality. This role oversees the budget planning, purchasing, invoicing, permitting of capital projects, while serving as the liaison between the Director of Municipal Operations and external consultants.

### **Accountability**

The Project Coordinator reports directly to the Director of Municipal Operations.

### **Specific Job Responsibilities**

#### **1. Project Management**

- Coordinate operations and capital projects (including line painting and street light maintenance) carried out by the Municipality (internal and external contracts) and assist the Director of Municipal Operations with determining planning and priorities
- Maintain project schedules, track task execution
- Monitor project budgets, review invoices and cost and assist with financial forecastingWork in tandem with the Procurement and Policy Officer to prepare tenders or Request for Proposals for external contracts
- Purchase materials and supplies where required
- Maintain communication and accountability with employees and contractors throughout the project
- Implement accessibility in all capital projects
- Organize progress update meetings and document minutes
- act as the main point of contact for public inquiries and prepare and coordinate communications to all stakeholders, public and municipal departments.
- Act as the staff liaison between Director of Municipal Operations and external consultants for the design and planning of future capital projects
- Assist GIS with information for all capital projects
- Prepare and coordinate communications with stakeholders, public and municipal departments related to project activities

#### **2. Budgeting**

- Assist the Director of Municipal Operations with the preparation of the annual capital budget for the Municipality

- Oversee the budget planning, purchasing, invoicing, and successful retrieval of goods and services for capital projects
- Review invoices, monthly and quarterly project financial statements for accuracy

### 3. Legislation and Permits

- Assist with the implementation of standard operating procedures, policies, processes, and capital projects for the Municipal Operations department
- Assist with the development of safe work practices ensuring that all internal and external workers and contractors are complying with *Nova Scotia Occupational Health and Safety Act* and Regulations
- Prepare permit and licensing applications to provincial and federal departments and agencies as required

### 4. Asset Management and Maintenance

- Provide required asset information relating to capital projects to the Engineering Technician
- Assist with the development and maintenance of an asset management plan with annual updates and recommendations annually for budget allocations as relates to capital projects
- Assist with the oversight and planning for all building and property maintenance

### 5. Other Duties

- Prepare capital project reports and presentations as requested
- Other duties as may be assigned by the Director of Municipal Operations

## **Qualifications and Expectations**

**Education:** Candidates must possess a diploma or undergraduate degree in civil engineering, project management, construction management, or a similar educational program.

**Certification:** Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) certification is considered an asset.

**Experience:** Candidates must have a minimum of 3-5 years of experience managing multiple capital projects, ideally in a construction or public sector environment.

**Knowledge:** Working knowledge of construction and project management principles and practices, the building code, fire code, and other Nova Scotia construction regulations.

**Skills:** Fluency with AutoCAD and project management software is considered an asset.

**Requirements:** Candidates must obtain a criminal records check to work for the Municipality of the County of Annapolis. Candidates must have a valid Class 5 Nova Scotia driver's license. This position will occasionally require work outside of normal office hours including evenings and weekends.

## **Core Competencies**

**Equity, Diversity, Inclusion, and Accessibility:** Plays an active part in a respectful, inclusive, and accessible workplace, including with members of the public.

Project Management: Ability to manage multiple projects, ensuring timely communication with stakeholders and maintaining timelines.

Communication: Strong ability to communicate effectively in written and verbal form with external stakeholders, contractors, and internal personnel.

Attention to Detail: Ability to review documents, plans, and schedules to carefully avoid costly mistakes.