



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

Exciting things are happening at the City of Brampton. Take a look at what employees are working on related to our Term of Council Priorities moving us forward towards The Brampton 2040 Vision.

PROJECT COORDINATOR (2)

POSTING NUMBER: 103893

STARTING SALARY: \$69,232.80 per annum

AREA OF RESPONSIBILITY:

Reporting to the Project Manager, Building Design and Construction, the Project Coordinator is responsible for all aspects of projects, from design to implementation, for the City-owned facilities, ensuring assigned projects are completed on time, within budget, and to the standards required by legislation and the City.

1. Project coordination, coordinate the delivery of construction and renovation projects of City facilities as assigned, from start to finish, including concept, design, cost estimating, tender, construction and commissioning. Coordinate construction work to ensure minimal impact to client programs, engage stakeholders through all phases of the project; represent the City for consultants and contractors on construction sites. Assist Project Managers on large complex projects as required.
2. Contract Administration, develop projects according to the Project Management Institute (PMI) and the divisional project management methodology; working knowledge of various forms of contracts including CCDC2 (Canadian Construction Documents Committee) and OAA Document 600 (Ontario Association of Architects); Experience using various project delivery methods such as CCDC-5B Construction Management and/or Design Build is considered an asset; Work with internal clients to accurately define and plan the scope of work to be completed, coordinate the gathering of program information for the preparation of drawings and specifications; obtain relevant information from other departments or authorities having jurisdiction. Prepare Request for Proposals for consultants preparing design submissions; prepare Requests for Quotations and contract documents for all projects assigned. Review specifications and drawings from architects and engineering firms for construction projects, coordinate input from client and other internal stakeholders. Provide advice and guidance to consultants in the application for site plan approval, building permits and other permits as required.
3. Report on progress. Conduct on-site inspections to ensure compliance with construction contract documents. Review and verify progress payments for submission and approval by the manager. Prepare and submit site reports, project status updates, meeting minutes, project schedule and budget status;

participate in project progress meetings. Prepare presentations to project stakeholders and senior management as required.

4. Project administration. Prepare project schedules to include all project phases, and submit accurate estimates for budget preparation including budget and cost tracking. Review, approve and track change orders and progress payments initiated by consultants and contractors. Maintain filing system per corporate standards for all project plans, specifications, schedules, budget and correspondence.
5. Provide leadership to project teams including consultants and contractors.

SELECTION CRITERIA:

- Post-secondary education in Construction Technology or Architectural Technology
- A degree in mechanical, electrical engineering, architecture or quantity surveying would be considered an asset
- Minimum 3 - 5 years related work experience in all core areas of responsibility including contract administration of OAA Document 600 (Ontario Association of Architects) and CCDC2 (Canadian Construction Documents Committee) contracts; construction methods and inspection, reading and interpreting construction drawings, mechanical, electrical, structural and civil trades terminology
- Working knowledge of relevant legislation including, but not limited to the Ontario Building Code, Fire Code, Occupational Health & Safety Act and the Construction Act
- Proven project management experience; able to direct the work of others
- Exceptional communication skills both written and oral (English)
- Advanced computer skills in, Word, Excel, Power Point, and Microsoft Project,
- Working knowledge of AutoCAD
- Professional designation such as OAA, P.Eng., PMP or a member in M.A.T.T.O., Project Management Institute or other recognized technical association would be considered an asset
- A valid Ontario Driver's License Class "G" and the use of a personal vehicle to travel to construction sites
- Must be flexible to work variable hours
- Must be able to wear personal protective equipment

***Various tests and/or exams may be administered as part of the selection criteria.*

Job status: Permanent

Job Type: Union

Applications must be received by: December 9, 2020

Alternate formats will be provided upon request.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #103893 by December 9, 2020** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.