

New

Ministry

Seniors and Housing

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Project Coordinator

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Capital Program and Project Delivery unit within Seniors, Community and Social Services includes the following functional areas:

- capital project management
- capital contract procurement
- contract management
- capital grant management (includes active Affordable Grant Programs projects)
- capital maintenance and renewal program management

Reporting to the Project Manager, this position assists with the delivery and implementation of assigned housing capital projects (e.g., seniors' lodges, community housing and social housing) from design through tendering, award, construction, commissioning, and project close out. The Project Coordinator liaises between clients, consultants, and contractor teams, balancing client needs within project constraints and obtaining maximum cooperation between clients, other ministries and stakeholders, consultants, and contractors.

The Project Coordinator monitors contract activities and advises design and construction teams of client issues and concerns. In addition, this position coordinates independent third-party inspections, ensures construction teams are adhering to guidelines, prepares cost estimates and schedules, participates in value-engineering exercises, and performs contract administration tasks (e.g. progress

claims, financial controls, project reporting, post-occupancy and warranty activities).

The Project Coordinator is a key member of the team for assigned housing capital projects, supporting their delivery within approved scope, budget, time, and quality constraints, in accordance with safe working conditions, and to the satisfaction of clients and stakeholders (internal and external). This position also identifies and resolves contract deviations to ensure projects move ahead and remain on schedule and maintains effective communication and relationships with clients and internal and external stakeholders.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Planning phase of assigned housing capital projects are supported.

Activities:

- Reviews functional programs and designs to ensure all construction requirements have been included (e.g., decanting, demolition, and building system issues).
- Initiates and chairs construction start up meetings for assigned housing capital projects.
- Organizes site shutdowns and advises affected areas of impact on services, staff, and equipment as applicable.

2. Design, construction, and commissioning of phases of assigned housing capital projects are supported and facilitated.

Activities:

- Collaborates with project stakeholders (internal and external) as appropriate through definition, design, construction, warranty and closing stages of approved housing capital projects.
- Ensures housing capital projects meet baseline cost, scope, and schedule as stated in approved project charters and risks are mitigated.
- Participates in review of drawings and specifications to ensure adherence to building standards and coordinates input from clients and stakeholders to confirm functionality where appropriate.
- Ensures area hazard assessments are completed and communicated to designers and contractors prior to start of work.
- Supports Project Managers in managing contracts.
- Reviews and processes any progress claims.
- Coordinates and monitors construction progress on regular basis, including meeting with clients during construction to ensure they are kept up to date with project details, status, budget, and schedule and liaising between clients, design and construction teams, and stakeholders throughout construction.
- Performs frequent inspections of work area and site documentation to ensure policies and procedures are adhered to and work is carried out according to quality, time, and safety regulations / specifications.
- Provides site inspection of work area, procedures, and site documentation to monitor ability of contractor to manage site safety aspects of work as appropriate.
- Serves as owner's representative to monitor ability of contractors to manage responsibilities under the *Occupational Health and Safety Act, Regulation, and Code*.

3. Building commissioning and moves associated with housing capital projects are coordinated and facilitated.

Activities:

- Coordinates moves at project sites and resolution of identified deficiencies.
- Meets with clients to review arrangements and/or requirements for moves and schedule pre-move tasks.
- Arranges for communication, information, and security system moves and relocations and for movers to relocate physical equipment and furniture.
- Facilitates testing and equipment inspection processes.
- Ensures that all areas are safe, or hazards identified prior to moves and communicated to clients.
- Meets with clients after move-in to review area and make necessary adjustments as appropriate.

4. Reporting and quality control services associated with assigned housing capital projects are provided.

Activities:

- Provides reports to Project Manager and other internal representatives to update status of projects
- Supports Project Manager in financial reporting including developing cash flow projections and monitoring cost information.

- Supports Project Manager in developing Ministerial briefings and correspondence on issues related to housing capital projects.
- Ensures as-built drawings and operational and maintenance manuals received from consultants are recorded and uploaded into asset management system.
- Ensures safety-related problems and deficiencies associated with assigned projects are reported to Project Manager for follow-up and review.
- Responds promptly to housing capital project-related inquiries from senior management.

5. Effective working relationships are established and maintained with clients, consultants, contractors, project teams, and internal and external stakeholders to facilitate achievement of outcomes associated with assigned housing capital projects.

Activities:

- Provides technical expertise and facilitates access to appropriate internal and external resources to ensure projects are progressing and issues and problems are addressed and resolved.
- Facilitates construction and other meetings to maintain awareness of issues, problems, and schedules.
- Provides information and direction to consultants, contractors, and internal team members to ensure that project requirements are understood and adhered to.
- Develops and disseminates meeting minutes and other business communication associated with projects.

Problem Solving

Typical problems solved:

The Project Coordinator identifies, plans, and manages resources and activities to effectively and efficiently deliver assigned projects (e.g., seniors' lodges, community housing, social housing) within approved project scope, schedule, and budget constraints and in compliance with applicable legislation, policies, standards, and guidelines. Issues and problems associated with housing capital projects have potential for political sensitivity and financial ramifications, including requests for additional funding. The Project Manager is relied on to recognize potential issues and alert senior Ministry representatives and officials, as well as develop responses, recommendations, and solutions to resolve, mitigate, or avoid identified challenges.

This position is continually presented with complex problems and issues that that involve recognizing and balancing competing perspectives, requirements, and priorities when managing assigned housing capital projects. In addition to well developed and demonstrated analytical, reasoning, evaluation, and problem solving skills, significant interpretative and critical thinking is required to analyze issues, determine appropriate actions, negotiate contracts, resolve issues pertaining to performance or cost and schedule over runs, and develop innovative solutions.

The Project Manager must understand complex relationships and influence decision-making processes involving diverse project team members, clients, stakeholders, and senior decision-makers. Sound professional judgment is required given the sensitive and complex issues dealt with and the non-negotiable and concurrent timelines associated with the delivery of housing capital projects.

Types of guidance available for problem solving:

The Project Coordinator works within the context of established legislation, policies, directives, and guidelines, with the Director available to clarify broad goals, objectives, and priorities and provide consultation and guidance as necessary. Within these parameters, the Project Manager is delegated considerable independence to determine approaches to responsibilities and manage delivery of assigned housing capital projects.

Direct or indirect impacts of decisions:

Project management services are provided for housing capital projects throughout Alberta (e.g., seniors' lodges, community housing, social housing). Projects involve multi-faceted and continually emerging issues and multiple stakeholders (e.g., municipalities, housing management bodies, non-profit organizations, contractors, consultants), with work involving demanding deadlines and significant coordination of activities, resources, and information.

This position is relied upon to manage the project delivery process within the approved scope, time, and budget constraints, leading project teams to fulfil client requirements while maximizing cost-effectiveness and efficiencies and ensuring compliance with applicable legislation, policies, standards and guidelines. The Project Manager also identifies and provides evidence-based advice and recommendations to senior Ministry representatives and officials for politically sensitive situations or those with potential for very significant impacts on clients, stakeholders, consultants, or contractors.

Key Relationships

Major stakeholders and purpose of interactions:

The Project Coordinator has regular and ongoing contact with:

- Branch, Division, and Ministry staff to exchange information, receive direction, and provide updates and status reports relating to assigned housing capital projects
- project client/ stakeholder representatives (e.g., CAOs / board chairs of housing management bodies and non-profit organizations, municipal officials) to address project issues, clarify requirements, exchange project information and status reports, influence decisions, manage expectations, and coordinate logistics
- site management and maintenance staff to coordinate shutdowns, security access, and safety requirements as required
- consultants to address concerns, answer questions, provide technical input, and network
- construction contractors to address concerns, answer questions, and ensure adherence to procedures
- inspectors to network, answer questions, and exchange information.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Engineering		Project Mgmt

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

- Post-secondary education in Engineering or Architectural discipline
- Certified Construction Administrator or Project Management Professional Certifications preferred
- Considerable related experience in related facility construction
- Valid driver's license to conduct site visits

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Analyzing complex problems and identify solutions
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make 	Ability to alter plans as a result of new information

		choices	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Ensuring projects are completed on-time and on-budget
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Identify key stakeholder relationships, and develop solid working rapport with these contacts

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

This position is comparable to Project Coordinator positions within Alberta Infrastructure responsible for delivery of health facilities capital projects and education facilities capital projects

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature