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Ministry

Infrastructure

Describe: Basic Job Details

Position

Position Number

Working Title (30 characters)

Project Coordinator

Current Class

Requested Class

Technologies 6

Job Focus

Supervisory Level

Business Unit

Dept ID

Program Code

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position Number

Supervisor's Working Title (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Senior Project Managers/Project Managers, the Project Coordinator is responsible to assist in the delivery and implementation of capital projects from design development through construction, building and operational commissioning and turnover stages for assigned capital projects. The Project Coordinator is the liaison between the client/user, consultants and construction team and must balance client/user needs within project constraints, obtaining maximum cooperation between client/user groups, support departments, external agencies, consultants and contractors.

The Project Coordinator advises the users of construction activities, advises the construction team of users concerns, works with Government departments to coordinate the expedition of service shut-downs and inspections, ensures the constructors are adhering to the facility guidelines, prepares cost estimates and schedules, and participates in value engineering exercises, contract administration (progress claims, financial controls, project reporting, post-occupancy and warranty services).

The Project Coordinator is a key member of the project team and supports the delivery of capital projects to ensure they are delivered within scope, budget, time and quality to client's satisfaction and within safe working conditions. The Project Coordinator identifies resolution of contract deviations to ensure projects move ahead and on schedule and maintain effective communications and relationships with all clients and stakeholders. Projects include government facilities such as courthouses, correctional centres, museums, auditoria, research facilities and other special purpose

spaces. Stakeholders include the public government, architectural and engineering consultants, construction managers and general contractors.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities ([sample policy research job](#)):

Establishes and maintains a network of relationships to influence decision-making affecting project outcomes with internal groups/departments:

- Provides technical expertise to ensure that projects are progressing and that issues and problems are addressed and resolved.
- Facilitates construction meetings to maintain awareness of related issues, problems and project schedules.
- Facilitates access to various resources to ensure that issues are identified and resolved.
- Provides direction to contractors and other internal staff to ensure that project requirements are understood and adhered to.
- Manages ongoing customer relationship building and management.
- Generates meeting minutes and other standard business communications.

Assists Senior Project Managers/Project Managers in project planning:

- Reviews functional programs and project design to ensure that all construction requirements have been included, e.g. decanting, demolition and building system issues.
- Reviews and approves all time and material work sheets and process progress claims.
- Initiates and chairs construction start-up meetings on assigned projects.
- Organizes site shutdowns and advises all affected areas on their services, staff and equipment.
- Meets with users during construction to ensure users are kept up-to-date with project details, status, budget and schedule.
- Meets with clients after move-in to review area and make any necessary adjustments as appropriate.
- Liaisons between the customer/user, the design and construction team, facilities management and commissioning agent during construction.
- Provides direct interface as the owner's representative to monitor the Prime Contractor's ability to manage their responsibilities under the Occupational Health & Safety Act, Regulation and Code.
- Simultaneously organizes, prioritizes and manages project issues of varying scope and complexity.
- Coordinates construction work being performed in order to minimize service disruptions.

Participates and assists with all stages of project design, construction and operational commissioning activities (on multiple projects):

- Participates in the review of drawings and specifications to ensure adherence to building standards and coordinates input from client users to confirm functionality where appropriate.
- Provides input to the analyses of technical and situational information to determine potential impact on services, facilities, systems and/or staff.
- Prepare schedules and cost estimates.
- Attends construction meetings.
- Arranges for site related work permits, constructor tags and constructor access.
- Coordinates/monitors construction progress on a daily basis.
- Coordinates specifications for signage.
- Ensures site hazards are conveyed to the appropriate persons related to the project site.
- Performs frequent inspections of work area and site documentation to ensure all policies and procedures are being followed and all work is carried out as per quality time and safety regulations/specifications.

- Provides site inspection of work area, procedures and site documentation to monitor the Prime Contractor's ability to manage site safety and infection control aspects of the work.
- Ensures that area hazard assessments are completed and information is communicated to the Contractor before the start of work.

Ensures appropriate reporting and quality control of assigned capital projects:

- Provides reports and briefings to the Senior Project Managers/Project Managers to update project status, provide cash flow projections and cost information.
- Supports Project Accounting with reporting processes.
- Ensures accurate and timely reporting.
- Ensures As-Builts and Operational and Maintenance manuals received from consultants are recorded and entered into project management tracking system.
- Ensures that safety related problems and deficiencies are reported to the Project Managers/Senior Project Managers for follow-up and review.
- Administers the overall project document management system.

Leads and facilitates building commissioning and moves:

- Coordinates all moves at the site and ensures the resolution to identified deficiencies.
- Provides information and updates on work requirements and progress.
- Meets with users to review arrangements/requirements for moves and schedule pre-move tasks.
- Arranges for all communication, information, and security system moves and relocations.
- Arranges for movers to relocate physical furniture/equipment.
- Support all aspects of employee and furniture/equipment moves from office to office, building to building or site to site including the coordination of all partners listed under project coordination. Moves vary from one person to 300 person moves and various programs depending on assigned project.
- Facilitates testing and equipment inspection processes.
- Ensures that all areas are safe or hazards identified and communicated to users.

Problem Solving

Typical problems solved:

This position deals with a diversity of specialized clients and stakeholders as well as consultants/contractors. There is considerable skill needed to balance diverse and, occasionally, conflicting interests and requirements within approved budgets. The Project Coordinator needs to be sensitive to the organizational climate and its key players and to know where to go for information to resolve issues. Projects are often clearly defined at a conceptual level; however, require varying degrees of analysis to determine the detailed steps and impact on the affected department/site. Complexity is affected by multiple phases, multiple projects, and some projects requiring complex mechanical and/or electrical systems. Problems dealt with can be technical, operational or people related, with each requiring skills to resolve.

The Project Coordinator is expected to understand the contractual relationship between Infrastructure, Contractor and the government facilities. The Project Coordinator must also monitor and report on safety performance of the party responsible for site Occupational Health and Safety to ensure a safe project working environment. Examples of potential impacts include:

- Poor performance could result in safety issues.
- The impact of poor decision making during design and construction can result in delays.
- Some facilities may have the presence of asbestos and other hazardous materials. When working in close proximity to hazardous material, special precautions must be followed. Each encounter is dealt with on an individual basis.
- Renovating within an existing facility is also a challenge to maintain mechanical air supply and air exchange rates. Changing the use of a space may require a different air exchange rate. The project must ensure proper

balancing of the air is maintained.

- Construction in or around high traffic/sensitive areas of a courthouse or government facility present the greatest challenge to Project Management.
- Projects could range considerably from \$5 million to over \$500 million. Impact also ranges from limited (i.e. small group of clients) to broad impact on services to the public. The position's ability to ensure that projects are progressing on schedule ultimately impacts the service provided to the public.
- Projects not properly implemented will have significant impact on cost and quality of work as well as the possible safety issues that could arise.
- During construction unforeseen problems are discovered. A decision must be made to rectify the problem without knowing cost. In a 24-7 operation, the cost of delay can be more significant than the cost to fix the problem. A timely decision is sometimes the best decision that can be made with limited information and based on qualified experience.
- The work must be coordinated and organized around operation of the facilities/sites, which are public access 24 hour continuous operations.

The Project Coordinator is responsible to monitor project budgets (\$5 million to \$500 million), identify variances and verify and review progress claims. The Project Coordinator must be able to provide accurate and timely cost control reports for designated projects.

Types of guidance available for problem solving:

The Project Coordinator functions independently in dealing with operational project issues. The position will also determine acceptable products to be used in projects. Consultant/contractor problems and issues, e.g. deviations from contract requirements are dealt with independently either through direct intervention or through intervention of the Director, Senior Project Managers/Project Managers. The position influences procedural decisions and the establishment of standards and schedules. Issues that are outside of the approved scope of the project are referred to the Director, Senior Project Managers/Project Managers, such as possible cost overruns or scope creep issues that might affect the timely and successful completion of a project; safety issues that might affect staff; and issues with performance of consultants or contractors that may impact the success of the project or operations.

Direct or indirect impacts of decisions:

The Project Coordinator does not have direct responsibility for the supervision of project staff; however, is required to coordinate the efforts of many parties working to deliver a project. This requires a person with keen communication skills and ability to influence the outcome of others.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Contacts:

- Project Team, Government Facilities Branch
Daily to exchange information and receive direction
- Senior officials within Infrastructure
Ongoing to provide project updates and status reports

External Contacts:

- Site Administration
Ongoing to address project issues and clarify user requirements
- Users
Ongoing to provide internal process leadership, project status reports, clarify or resolve issues, influence operational decisions and manage expectations, and coordinate logistics
- Site Staff (Facilities Maintenance and Engineering)
Ongoing to coordinate shut-downs, security access, cleaning and safety requirements
- IT Support Services
Ongoing to coordinate the installation and termination of voice and data lines, exchange information, produce and upgrade selections
- OH&S
Ongoing to exchange information and ensure understanding of Prime Contractor's responsibilities
- Consultants

Ongoing to participate in project design and construction meetings to address concerns, answer questions, provide technical support and network

- Construction Contractors
Participate in construction meetings to address concerns, answer questions, and ensure adherence to procedures
- Inspectors
As required - networking, answer questions and exchange information

Required Education, Experience and Technical Competencies

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

If other, specify:

Post secondary diploma in Architectural/Engineering technology, journeyman tradesman

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

Training:

In addition to the technical requirements, training is required in Occupational Health & Safety and Business Administration/Management, as well as MS Word, Excel, Powerpoint and Sharepoint.

Experience:

Minimum 6 years of related experience, including construction experience or as a superintendent in construction related building industry.

License(s)/Certificate(s):

Driver's License (Class 5)

Specific knowledge and understanding are required in the following areas:

- Knowledge of the construction industry, including construction and building codes.
- Knowledge of the Facility Construction Standards and Guidelines, building materials, components and assemblies and the design/construction process.
- Knowledge of construction agreements and associated contracts.
- Knowledge of inspection and testing requirements.
- Knowledge of computer assisted design and project management software systems.
- Knowledge of project management theories, principles, practices and processes.
- Knowledge of Occupational Health & Safety Act, Regulation and Code.
- Knowledge of various parties Occupational Health & Safety responsibilities.
- Understanding of contract law.
- Understanding of construction practices and processes.

Skills/Abilities/Competencies:

- Negotiation Skills - ability to effectively explore alternatives and positions to reach outcomes that gain all parties support and acceptance.
- Communication Skills - ability to effectively present and clarify requirements, expectations, ideas and concepts to various audiences/stakeholders.
- Organizational Skills - ability to orchestrate multiple activities at once to accomplish results.
- Leadership Skills - creates and achieves results by engaging and influencing individual, group or departmental goals.
- Teamwork/Team Building - ability to inspire and guide individuals toward goal achievement.
- Analytical Skills - ability to analyze and interpret diverse and complex technical and operating information to develop appropriate response.
- Technical Skills - ability to interpret construction drawings and construction specifications, establish project budgets and schedules.

- Business Acumen - knowledge in politics, practices, trends and information affecting the business and organization.
- Problem Solving - ability to develop and communicate solutions/responses to diverse user problems/requests.
- Safety Training - exposed to dealing with hazardous and toxic chemicals and gases associated with government facility sites. Also exposed to physical safety issues within a construction zone during site visits/inspections.

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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other’s perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <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 	
Develop Self and Others	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develops own career and reduces barriers for others: <ul style="list-style-type: none"> • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct reports 	
Build Collaborative Environments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> • Creates sharing 	