

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

Reporting to the Senior Project Manager, the Project Coordinator is responsible to assist Project Managers in the delivery and implementation of school projects, including P3, DBB, DB, and CM; from design development through construction, building commissioning and turnover stages for assigned capital projects. The Project Coordinator is a liaison between the client/user, consultants and the 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.

As a member of the Project Team, the Project Coordinator will manage the control, distribution, processing and maintenance of all contract documents including plans, drawings, as-builts, change orders, detailed designs, conduct site review for quality control and advise on project(s) schedule status. The incumbent will develop processes and systems to ensure documents are reviewed and processed quickly and documents meet ministry standards. The Project Coordinator will also work closely with staff of other sections and branches to ensure facilities are inventoried and project status is reported as required.

The Project Coordinator is a key member of the project team and supports the delivery of school projects to ensure they are delivered within scope, budget, time, and quality to client's satisfaction.

Responsibilities

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

Establishes and maintains a network of relationships and document control to influence decision-making affecting project outcomes.

Provides professional expertise to ensure that projects are progressing and that issues and problems are addressed and resolved;

Provides input to contractors and other internal staff to ensure that project requirements are understood and adhered to;

Establishes and maintains a complex document management system for the project team, both manually and electronically within SharePoint;

Manages the distribution and control of documents/information distributed to internal staff, contractors, consultants, independent advisors and stakeholders;

Receives all design and construction related documentation from the contractors' design and construction teams and disseminates information as required to other parties;

Develops and maintains project spreadsheets and tracking for contract documents, change orders, change directives, change order enquiries, shop drawings, and other submittals; and

Coordinates reviews and submittals to in-house resources, bridging consultants, independent advisors, cities and municipalities, and external stakeholders.

Supports the project manager in all aspects of the project delivery.

Participates in construction start up meetings on assigned projects;

Meets with users during construction to ensure users are kept up to date with project details, status, budget and schedule;

Simultaneously organizes, prioritizes and manages project issues of varying scope and complexity;

Provides input and background information to assist in the development of responses to Action Requests, Ministerial inquiries, etc.

Establishes and maintains good working relations with, and coordinates activities of in-house resources, independent consultations and advisors, and contractors to ensure open communication and consistent flow of information;

Coordinates responses to inquiries from stakeholders (client/users), contractors, consultants, independent advisors, etc.;

Monitors project scope, time (schedules) to ensure that appropriate documentation is received when needed from outside sources and team members;

Ensures senior management and appropriate parties are kept informed of project issues;

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 project delivery;

Coordinates/monitors construction progress updates; and

Provides site inspection of work area, procedures and site documentation to monitor the contractor's work, if required by the Project Manager.

Ensures departmental policies, guidelines and contracts specific to the project and adhered to.

Provides reports and briefings to the Senior Project Manager to update project status, provide cash flow updates and cost information;

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;

Supports Project Accounting with reporting processes;

Ensures that project related problems and deficiencies are reported to the assigned Project Manager for follow-up and review;

Liaises with department in-house resources, consultants, independent advisors, contractors, cities and municipalities, and external stakeholders;

Provides advice and technical interpretation to develop and maintain information packages, and SharePoint website; and

Ensures all phases of document management and control comply with Government and Ministry legislation, policies, guidelines, standards, and procedures.

Leads and coordinates building commissioning and fit-up.

Coordinates fit-up at the site and ensures the resolution to identified deficiencies;

Ensures as-builts and Operational and Maintenance manuals received from consultants are recorded and entered into project management tracking system;

Provides information and updates on work requirements and progress;

Meets with users to review arrangements/requirements for moves and schedule pre-move tasks;

Facilitates testing and equipment inspection processes;

Ensures that all areas are safe or hazards identified and communicated to users; and

Support all aspects of furniture/equipment moves including the coordination of contractors and school board owners, if required by the Project Director or Project Manager.

The incumbent will work in the Alternative Project Delivery Branch. The projects delivered through this office are highly

politically sensitive with strict timelines, scope and deliverables. The Project Coordinator will have responsibility to ensure that all management systems plans, detailed designs, contract documents, and as-builts for projects are logged, reviewed (either by the incumbent, technical experts or project engineers/managers), and are consistent with standards and contract specifications.

The work is diverse involving multiple sites with varying issues and specifications and the incumbent must be able to review documents independently and bring variances to supervisors. The incumbent routinely works with ministry project staff located in Edmonton and coordinates with ministry staff in Calgary, as well as the external stakeholders, contractors, independent consultants and advisors and must be able to track and monitor document requirements and follow-up with individuals as needed. The incumbent will set out document control processes, advise team members of these processes, and ensure compliance.

Creativity is required with approaches to project delivery that may be diverse and new. The incumbent will also determine and coordinate solutions to challenges that arise internally and externally.

Problem Solving

Typical problems solved:

High competency with software applications necessary for project budgets, project tracking. In particular must have advanced skills in the development and maintenance of Excel spreadsheets.

- Knowledge of construction technology, and a high competency with construction drawings and specifications.
- Knowledge of project management.
- Ability to analyze capital plans and budgets.
- Ability to analyze construction cost estimates and compare with construction bids.
- Knowledge in school facilities planning, design and construction in both new and rehabilitated construction.
- Knowledge of ministry business plan and its relationship to Alberta Education ministry business plan.
- Time management and organizational skills. Must demonstrate the ability to be agile and deliver results under constrained timelines, with the ability to perform multiple priorities in a timely manner.

Types of guidance available for problem solving:

- Pro-actively identify issues and ensure that methods and procedures are in place to diminish crisis management.
- Use considerable knowledge of government regulations and legislation, internal policies and external practices and be able to work within them, while still attaining a successful end result.
- Ability to be creative with suggestions and possible solutions when faced with difficult and/or unique situations.
- Knowledge of School Capital Manual and Education Act.
- Knowledge of Disposition of Property Regulation
- Knowledge of the Closure of Schools Regulation and Charter Schools Regulation
- Knowledge of Contract Review Committee Mandate and Guidelines for the Acceptance of Bids
- Knowledge of bidding and construction legislation and practices.
- Familiarity with the Municipal Government Act

- Familiarity with program requirements for learning facilities.
- Human Relation Skills:
- Considerable interpersonal skills for clear communication with school jurisdictions, client ministries, consultants and contractors within team concept.
- Leadership and negotiation skills.

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

School Boards, Alberta Education, Technical Services Procurement Branch (TSPB) and a variety of consultants boards regarding current policies and procedures. The position involves a significant degree of competence in the areas of client focus, problem solving and communications.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

C.E.T (Certified Engineering Technologist)

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <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 choices 	
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives 	

		<ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Agility	○ ● ○ ○ ○	<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 	
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	
Build Collaborative Environments	○ ● ○ ○ ○	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	

Benchmarks

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

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

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature