

Job Description – Project Coordinator

Role Responsibilities

Reporting to the Senior Project Manager, and working directly with Project Managers, the Project Coordinator will work closely with client representatives from Alberta Education as well as the school divisions throughout all aspects of the development and implementation of learning facility capital projects. This role is critical to the planning, design, construction, building commissioning, and warranty period for each approved capital project. The Project Coordinator position is key in determining which risks are likely to affect project scope, cost and/or schedule and evaluating the likelihood of such risk, including the development of mitigation strategies to ensure that all are managed in alignment with project requirements.

The Project Coordinator acts as the liaison between the client/user, consultants, and the construction team, balancing client/user needs within project constraints and fostering cooperation among client/user groups, support departments, external agencies, consultants, and contractors.

Project Coordinators are a key member of the infrastructure's project teams and directly support the delivery of capital projects which are considered to be a government priority.

The primary responsibilities for the Project Coordinator include, but are not limited to:

- Establishing and maintaining relationships across internal groups to influence decision-making and ensure positive project outcomes.
- Assisting the Senior Project Manager with project planning, including schedules and cost estimates.
- Participating in all stages of project design, construction, and operational commissioning activities (on multiple projects).
- Coordinating reviews and submittals to in-house resources, bridging consultants, independent advisors, cities and municipalities, and external stakeholders.
- Establishing and maintaining a complex document management system for the project team, both manually and electronically within SharePoint.
- Providing reports and briefings to the Senior Project Manager to update project status, provide cash flow updates and cost information.
- Performing 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.
- Ensuring as-builts and Operational and Maintenance manuals received from consultants are recorded and entered into project management tracking system.
- Supporting all aspects of furniture/equipment moves including the coordination of contractors and end users, if required by the Project Director or Project Manager.

Role Responsibilities Continued

The successful candidate will have:

- Negotiation Skills – Ability to effectively explore alternatives and positions to reach outcomes that gain support and acceptance from all parties.
- Communication Skills – Ability to clearly present and explain requirements, expectations, ideas, and concepts to various audiences and stakeholders.
- Organizational Skills – Ability to manage multiple activities simultaneously to achieve results, including regular tracking and reporting, and maintaining organized, up-to-date project documentation and records.
- Leadership Skills – Ability to create and achieve results by engaging and influencing individuals, groups, or departments toward common goals.
- Teamwork / Team Building – Ability to work effectively in a team environment as well as independently, and to develop new processes that support the broader project team.
- Analytical Skills – Ability to analyze and interpret diverse and complex technical and operational information to develop appropriate responses.
- Technical Skills – Ability to interpret construction drawings and specifications, and to establish project budgets and schedules.
- Business Acumen – Knowledge of policies, practices, trends, and information affecting the business and organization.
- Problem-Solving Skills – Ability to develop and communicate solutions to diverse user problems and requests.

Please click on this [link](#) to view the job description for this position.

APS Competencies

Competencies are behaviors that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process.

This link will assist you with understanding competencies: https://www.alberta.ca/system/files/custom_downloaded_images/psc-alberta-public-service-competency-model.pdf.

- Creative Problem Solving – Focuses on continuous improvement and increasing breadth of insight.
- Systems Thinking – Takes a long-term view towards organization’s objectives and how to achieve them.
- Agility – Works in a changing environment and takes initiative to change.
- Develop Networks – Leverages relationships to build input and perspective.
- Build Collaborative Environments – Facilitates open communication and leverages team skill.
- Drive for Results – Works to exceed goals and partner with others to achieve objectives.

Qualifications

Required:

- Two-year technical diploma in Architectural/Engineering technology
- Minimum of six (6) years of experience in construction or a related technical field, with exposure to project coordination, site supervision, or similar roles.
- Valid class 5 driver's license

Equivalency: Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education

Assets:

- Certified Engineering Technologist (C.E.T) designation
- Knowledge of various contract delivery systems in construction.
- Knowledge of School Capital Manual and Education Act
- Knowledge of the Closure of Schools Regulation and Charter Schools Regulation
- Knowledge of bidding and construction legislation and practices
- Familiarity with the Municipal Government Act
- Familiarity with program requirements for learning facilities

Notes

Location: Edmonton

Term of Employment: Full time - Temporary (3 year).

A valid Class 5 Driver's Licence is required for this position.

Applicants are advised to provide a cover letter and resume summarizing information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience, and relevant examples of required competencies.

Pre-Employment Checks will be completed to assess the candidate's suitability for a role. These checks may include (but are not limited to): references, criminal record check, academic verification, etc.

Any costs associated with obtaining the required documents/checks as noted or interview travel expenses, will be the responsibility of the candidate. Out-of-province applicants can obtain the

required documents/checks from the province they currently reside in.

Links and information on what the GoA have to offer to prospective employees.

- Working for the Alberta Public Service - <https://www.alberta.ca/advantages-working-for-alberta-public-service.aspx>.
- Public Service Pension Plan (PSPP) - <https://www.pspp.ca>.
- Alberta Public Service Benefit Information - <https://www.alberta.ca/alberta-public-service-benefits>.
- Professional learning and development - <https://www.alberta.ca/professional-development-support-directive>.
- Research Alberta Public Service Careers tool – <https://researchapscareers.alberta.ca>.
- Positive workplace culture and work-life balance.
- Leadership and mentorship programs.