



Posting Id	2646
Department	Infrastructure and Engineering Services
Division	Infrastructure Delivery
Section	Capital Infrastructure Programming & PMO
Job Grade	SEA35 Grade 7
Rate of Pay	\$89,283.00 - \$103,702.00 Annual
Job Type	Permanent Full Time
Employee Group	SEA
Replacement/New	New Hire
Position	
Posting Type	Internal and External
Posting Date	07/08/2024
Application Deadline	07/28/2024

## Project Coordinator – Infrastructure Delivery

### Position Summary

The Project Coordinator Infrastructure Delivery will support and assist with the delivery of a variety of the City's Capital Projects throughout the project stages of scope development and coordination, budget preparation, design and approvals, tendering, construction, and contract administration.

### Key Duties and Responsibilities

- Participate with Management in the creation or review/updates of yearly capital budgets, workplan schedules, and project charters.
- Review master plans and studies for capital projects and provide comments, background information, data and analysis.
- Identify and communicate with stakeholders concerning scope, budget and scheduling of work.
- Research project background information through available engineering drawings, reports, studies, and Public Works Operations staff feedback.
- Procure the services of consultants and contractors required to deliver project scope, including submission reviews, recommendations to award, and purchase order issuances.
- Organize, attend and participate in coordination and project meetings as required.
- Assist in preparing, maintaining, and distributing project documentation such as meeting minutes, RFI's, change orders, site instructions, etc.
- Maintaining accurate and up-to-date logs (RFI, RFQ, claims, etc.), track responses and keep Project Manager/Manager up to date of the status.
- Participate in the creation/review and updates of project designs, procurement documents and tender packages.
- Liaise with consultants, contractors, public, Region staff, outside agencies and other stakeholders and assist with communications, letters, and email correspondence in regards to the planning and delivery of capital projects.
- Identify and manage project risks and manage project schedules.
- Obtain all necessary regulatory permits and approvals.
- Provide financial monitoring and tracking of project budget, expenditures and commitments and contractual changes throughout the project life cycle in accordance with the Financial Control Bylaw.
- Perform analysis of contractor change requests and claims to ensure validity and compliance with contract documents and specifications.
- Assist with ensuring project status for projects are accurately reflected in project management systems, tracking applications and tools, including Time Tracking. Compile project plans and manage action items.
- Undertake final review and coordinate completion of final deliverables or rectification of all deficiencies with consultant and/or contractor.
- Process Substantial Completion documentation, including lien searches and release of holdback.
- Oversee and assist in creating and updating as-built documents and ensure drawings reflect as constructed conditions.
- Document and discuss lessons learned with project team.
- Provide technical input and/or required assistance, as requested.
- Respond to the project and site queries and ensure compliance with City and Provincial Standards as well as resolve problems that arise.
- Assist with reviews and updates to City Standards & Specification and the City's Project Management Manual, as requested.
- Conduct research, analysis, and compile relevant supporting documentation as required to address design and/or construction issues.
- Promote the City by assisting with award applications and creation of promotional public relations materials, including written and/or audio-visual.

## Education and Experience

- Diploma in Civil Engineering
- A minimum designation of Certified Engineering Technologist (C.E.T.)
- 5 years related experience.
- Professional Engineer of Ontario (P.Eng.) and/or Project Management Professional (PMP) designation is an asset.

## Required Skills/Knowledge

- Extensive knowledge of municipal/provincial design guidelines, standards, specifications, policies, legislation, and practices.
- Knowledge of the Occupational Health and Safety Act.
- Proficiency in Microsoft Office Suite and AutoCAD software.
- Effective problem-solving, and decision-making skills.
- Excellent written and verbal communication skills.
- Excellent organizational and interpersonal skills.
- Demonstrate the City's corporate values of care, collaboration, courage and service.
- Possess a valid Ontario Class "G" Driver's License, with access to a vehicle for corporate business use (mileage compensated) and provide proof of vehicle insurance upon hire.

## Leadership Competencies

- Builds people and culture
- Cultivates open communication
- Demonstrates personal leadership
- Navigates and leads through complexity and change
- Shapes the future

## To apply:

Please visit the City of Richmond Hill Career website at <https://jobs.richmondhill.ca/job-invite/2646/> referencing the Posting ID – 2646. Application deadline is July 28, 2024, at 11:59 PM.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.