



FACILITY PROJECTS DELIVERY COORDINATOR

BUILDINGS AND PROPERTY

A Community Pursuing Prosperity, Quality of Life and a Healthy Environment

Located on the Trent Severn Waterway in central Ontario, the **City of Kawartha Lakes** offers a unique mix of urban, rural and waterfront living to its growing population of 75,000. The City is a progressive, forward-thinking community with a positive business environment and a thriving artistic community. Recognized as a prime tourist area for its year-round leisure opportunities, Kawartha Lakes is rich in culture and heritage, a strong agricultural community, and abundant in all the amenities being sought by residents and visitors alike.

Job Description:

Under the direction of the Supervisor, Capital Projects Delivery, this position is responsible for the co-ordination and delivery of completed City building projects.

- Assist in the contract administration and preparation of capital projects including projections, requirements, designs and specifications, estimates, cost control, interim and final reporting including:
 - Assist with the preparation of design and contract documents according to City policy and procedures for contracting services, and in alignment with industry standards
 - Support assessment of cost estimates through analysis and outside cost consulting for review with Supervisor and Manager
 - Responsible for financial control of assigned projects, including documentation and tracking of expenditures and change orders, administer hold backs, resolve deficiencies and preparation of financial reports and closeout reconciliations
 - Coordinate and oversee the work of external contractors and consulting services
 - Work with project teams comprising of consultants, contractors, other staff and client representatives
 - Collaborate with staff in all departments to ensure continuity of services(s), providing progress or status reports and comment
- Respond to client enquiries, recording and investigating each instance and recommending follow-up action
- Coordinate and perform post contract performance evaluations
- Ensure compliance with the Ontario Fire Code, Building Code, and City Property Standards, and all applicable legal requirements as may apply to the range of City building and occupancy types, and operations
- Prepare and maintain project and building/property related documentation; to support as-is record keeping for asset management and maintenance purposes, and ensure project records are kept to support the audit standard
- Assist with preparation of City asset management planning, including development of annual and multi-year capital plans
- Assist in the preparation of technical drawings using AutoCAD, estimate costs, prepare reports for Supervisor
- Support quality and performance improvement of operations within the Division
- Perform other related duties as assigned

Requirements and Qualifications:

- Post-secondary diploma in construction, architecture, engineering, facility management, project management or a related field
- Minimum 3 years of related progressive experience, preferably in a municipal environment, in building/facility development and maintenance, along with sound project and contract management skills, with managing multiple capital projects of moderate complexity
- Strong working knowledge of building science, building envelope construction, building electrical and mechanical systems
- Experience in the development of facility requirements programs, building/facility design and specification, and cost analysis/estimation



- Good working knowledge of Ontario building-related regulations, codes and standards, including the Building Code, Fire Code, Electrical Safety Code, and regulations under the Occupational Health and Safety Act
- Experience with the following will be considered an asset:
 - Planning and delivering energy management projects and projects to replace/upgrade building mechanical and electrical systems.
 - Planning and delivering projects involving heritage buildings.
 - Application of sustainable building practices such as L.E.E.D standards
 - Modern office space planning and design
- Demonstrated ability to manage the performance of consultants, contractors, and service providers, in accordance with contract law and industry standards
- Ability to lead, inspire and provide direction to project teams
- Knowledge of Asset Management Planning and its application to managing a building and property portfolio
- Good working knowledge of budgeting, purchasing/procurement, and construction contract administration standards and practices
- Demonstrated ability to exercise discretion and tact and maintain a high degree of confidentiality at all times, complying with all applicable privacy legislation, policies and procedures
- Effective oral communication and strong interpersonal skills to deal with members of the public, staff, Council and senior government
- Demonstrated customer service skills at a level to develop and maintain cooperative/ collaborative working relationships both within and outside the organization
- Demonstrated ability to contribute to team-work and build upon a positive and healthy work environment
- Excellent written communication and numeracy skills; attention to detail and accuracy
- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision
- Ability to demonstrate initiative consistently with commitment to quality improvement
- Demonstrated proficiency in Microsoft Office, the internet and any other related software such as AutoCAD
- Possess and maintain a valid Ontario Class "G" Driver's Licence
- Upon a conditional offer of employment, a Criminal Record Check, will be required

Hourly wage: \$27.12 to \$33.17

How to Apply: Applications may be submitted by email no later than **4:00 pm** on **November 14, 2017** quoting Job #17-159 to:

Human Resources Officer
City of Kawartha Lakes
28 Francis Street
P.O. Box 9000, Lindsay, ON K9V 5R8
Email: jobs@kawarthalakes.ca