

A. JOB IDENTIFICATION:

TITLE: SPECIAL PROJECT COODINATOR

DEPARTMENT: PLANT & MAINTENANCE

IMMEDIATE SUPERVISOR: MANAGER OF PLANT & MAINTENANCE

B. JOB SUMMARY:

Working with the Manager of Plant and Maintenance, the Special Project Coordinator will be involved in overseeing capital projects, overseeing energy management and LEED certification initiative for new and existing buildings, organize inspections and oversee repairs of the Boards Playground Structures, oversee portable classroom installations or removals due to growth. Responsibilities include, but are not limited to, project plan development, liaison with Board staff and regulator officials, preparation of cost estimates, supervision and coordination of architectural and engineering design services, preparation of contract documents, contractor procurement and construction review. Training of staff within the Plant and Maintenance Department on building systems.

C. DUTIES AND RESPONSIBILITIES:

- Capital Projects; Design the development phase, construction phase and the project close-out and commissioning phase.
- Portables (Temporary New Pupil Places); design development phase and the managing of larger projects (portapacks).
- School Renewal Projects (special and large projects as delegated); design the development phase and design the construction management phase for larger projects.
- Annual review of the Capital Strategic Plan.
- Create and monitor Board Standards and Specifications.
- Any other Special Projects as assigned which are unplanned or have a transient nature and are consistent with the above job summary and duties.

D. QUALIFICATIONS:

- Professional Engineer or CET or equivalent experience with a minimum of five (5) to seven (7) years project management experience in institutional building construction and/or maintenance, complimented by knowledge of building, mechanical/electrical systems and building science technologies.
- Sound knowledge of the Ontario Building Code, the Fire Code, Occupational Health and Safety Act, C.S.A. Standards, and have the ability to adhere to established Board policies and procedures.
- Must have sound knowledge and hands-on experience with AutoCAD and Windows based computer programs.
- Ability to prioritize and organize multiple projects and deadlines.
- Sound knowledge of construction standards, facility maintenance, energy efficiency and sound engineering practices.
- Must have a valid driver's license and own a reliable vehicle.

Incumbent Signature

Supervisor Signature