

CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO



NU135 – BO2021

position: *Construction Project Coordinator*

location: *Kemptville Board Office*

salary: *as per Terms and Conditions*

effective: *Immediately*

NOTE:

Please refer to the attached job description for further information.

Job Summary:

Reporting to the Manager of Plant Operations & Maintenance, and leveraging your project management experience, the Construction Project Coordinator will coordinate and oversee all design and construction activities in support of the Board's strategic objectives. An integral part of this position includes planning, coordinating, organizing, controlling, and overseeing all new schools and additions, as well as the annual School Renewal and School Condition Improvement projects, including electrical/mechanical system enhancements to ensure Board facilities are maintained in safe and efficient operational condition. The Construction Project Coordinator will also be responsible to assist with energy management and safe drinking water provisions.

Minimum requirements:

- *Completion of post-secondary university degree in Architecture or Engineering, or a combination of education, training and experience deemed to be equivalent.*
- *A minimum of seven (7) years of related experience in progressively responsible positions related to capital planning and project management, preferably in the public sector.*
- *Management skills, including a demonstrated ability to effectively motivate and lead union and non-union staff.*
- *Knowledge of construction and design of facilities, pertaining to all aspects of facilities planning, such as wall, flooring, windows, ceilings, roof assemblies, and mechanical, electrical, IT and life systems.*
- *Knowledge of relevant legislation, regulations, and codes, provincial/regional/municipal site plan development requirements, and the Ministry's procedures/standards (ie. Ontario Building Code, the Fire Code, Occupational Health and Safety Act, Environmental Project Act, Elevating Devices Act, Pesticides Act, C.S.A Standards, and the Boilers and Pressure Vessels Act); knowledge in asbestos exposure is also required.*
- *Thorough knowledge of project management, consultant and construction contracts and tendering procedures.*
- *Ability to read, review and understand drawings and specifications.*

Send application and curriculum vitae no later than

April 23, 2021, 4:30pm

fax: (613) 258-3610

e-mail: hr@cdsbeo.on.ca

CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.
IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,
PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.

Todd Lalonde
Chair of the Board

John Cameron
Director of Education

A. **JOB IDENTIFICATION**

TITLE: CONSTRUCTION PROJECT COORDINATOR

DEPARTMENT: BUSINESS

IMMEDIATE SUPERVISOR: MANAGER OF PLANT OPERATIONS & MAINTENANCE

B. **JOB SUMMARY**

Reporting to the Manager of Plant Operations & Maintenance, and leveraging your project management experience, the Construction Project Coordinator will coordinate and oversee all design and construction activities in support of the Board's strategic objectives. An integral part of this position includes planning, coordinating, organizing, controlling, and overseeing all new schools and additions, as well as the annual School Renewal and School Condition Improvement projects, including electrical/mechanical system enhancements to ensure Board facilities are maintained in safe and efficient operational condition. The Construction Project Coordinator will also be responsible to assist with energy management and safe drinking water provisions.

C. **DUTIES AND RESPONSIBILITIES:**

- Administer, supervise, and manage all aspects of the facilities construction, renovation, and renewal of Board Facilities.
- Prepare, monitor, control, and report on capital budgets for new schools, additions, school renewal and school condition improvement projects.
- Develop a multi-year renewal plan, reflecting required renovations and improvements of school facilities; visit schools, prepare, compile, and update a list of school renewal and school condition improvement projects.
- Assist in the preparation of drawings, specifications, scopes of work, and other tender documents in compliance with the Broader Public Sector Procurement Directive and Board policies and procedures.
- Coordinate and manage tenders, addenda, Canadian Construction Documents Committee (CCDC) contracts and purchase orders.
- Award contracts, supervise execution and certify payments, as required.
- Research and resolve drawing interpretation problems, conflicts, interferences, and errors.
- Manage change order process, including pricing, negotiating, processing, and assessing cost and schedule impact reviews and expedite progress payment certificates and final payment certificates.
- Create and maintain project schedules and deliverables.
- Supervise and work closely with the Construction Project Lead.
- Supervise staff responsible for maintaining facility data on the School Facility Inventory System (SFIS), the capital asset management database (VFA), Utility Consumption Database (UCD), ensuring that data is accurate, and the completion of annual periodic reporting required by the Ministry of Education.
- Oversee and review reporting under the Green Energy Act and Regulations and the Safe Drinking Water Act.
- Develop and administer comprehensive utility management short and long-term goals and objectives. Recommend policies and procedures for effective, efficient, and economical operations. Functional areas of responsibility include energy (electricity, natural gas & alternative fuels), water, and solid waste.
- Work with Finance staff to ensure project invoicing/accounting is timely and accurate.
- Assist in developing yearly Plant department budget and monitoring the budget throughout the year.
- Handle and assist in Plant Operations & Maintenance emergencies.
- Communicate with outside vendors for contracts, services, and procurements.
- Supervise and approve the purchases and expenses of staff.

- Conduct performance evaluations and determine appropriate professional development requirements or any disciplinary requirements.
- Respond to concerns from Senior Administration, the Ministry of Education and municipalities related to capital projects and energy management.
- Complete any reports and documents required by the Ministry, Senior Management, and the Board.
- Develop and maintain excellent relationships with Board staff, external consultants, contractors, and suppliers.
- Attend Board meetings as required.
- Perform other duties as assigned which are unplanned or of a transient nature and are consistent with the above job summary and duties.

D. **QUALIFICATIONS:**

- Completion of post-secondary university degree in Architecture or Engineering, or a combination of education, training and experience deemed to be equivalent.
- A minimum of seven (7) years of related experience in progressively responsible positions related to capital planning and project management, preferably in the public sector.
- Management skills, including a demonstrated ability to effectively motivate and lead union and non-union staff.
- Knowledge of construction and design of facilities, pertaining to all aspects of facilities planning, such as wall, flooring, windows, ceilings, roof assemblies, and mechanical, electrical, IT and life systems.
- Knowledge of relevant legislation, regulations, and codes, provincial/regional/municipal site plan development requirements, and the Ministry's procedures/standards (ie. Ontario Building Code, the Fire Code, Occupational Health and Safety Act, Environmental Project Act, Elevating Devices Act, Pesticides Act, C.S.A Standards, and the Boilers and Pressure Vessels Act); knowledge in asbestos exposure is also required.
- Thorough knowledge of project management, consultant and construction contracts and tendering procedures.
- Ability to read, review and understand drawings and specifications.
- Experience with Building Automation Systems and/or Energy Management Systems
- Proven ability in working as a member of a team and superior interpersonal skills to build positive working relationships, excellent written and verbal communication, presentation, negotiation, and conflict resolution skills.
- Excellent time management and organizational skills as well as ability to work under pressure.
- Knowledge of the Broader Public Sector Procurement Directive would be an asset.
- Advanced proficiency and knowledge in the use of various software applications, including Microsoft Word, Excel, Microsoft Project, electronic mail, and other relevant software applications.
- Valid driver's license and access to a reliable vehicle

Incumbent Signature

Supervisor Signature