



## **Project Coordinator**

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### **DEFINITION**

This is independent technical and project management work related to the coordination and administration of construction, renovation and rehabilitation projects and/or programs. The work involves the application of quasi-professional engineering knowledge gained through education and work experience.

Employees of this class use technical expertise to implement operational decisions; are accountable for supporting the successful delivery of the assigned projects by implementing project management principles into practice, developing and/or executing project plans, monitoring projects and supporting the Project Manager to deliver projects on time, on budget and within scope. The work may be focused on and accountable for either the planning and design or delivery phase while being fully engaged throughout the lifecycle of the project. Work involves providing support to contract management, oversight and inspection of construction and contract work in various stages for a variety of projects and/or programs to ensure adherence to contract deliverable, plans, specifications, codes, schedules, and City of Edmonton standards. Employees in this class are responsible for maintaining harmonious relations with contractors, consultants, engineers, and other project stakeholders.

Work is performed under the guidance of the Project Manager and/or Program Manager and is monitored through consultation, project review, and submission of reports. The nature of the work allows independence of action and judgement in determining project requirements and ensuring the projects are completed by consultants, contractors, or civic staff in accordance with agreed to processes, contracts and agreements.

### **TYPICAL DUTIES** \*

Document all project activities in accordance with the project management reference guide, city policies, processes and procedures, as well as regulatory and legislative requirements.

Perform project administration functions by coordinating and maintaining budget and cost controls; schedule controls, preparing progress reports, and recommending partial payments for work completed in accordance to contract specifications.

Review size and complexity of the project as to architectural, structural, mechanical and electrical and civil systems. Review type and complexity of design and construction techniques, material required, collect and analyze existing data for further design review.

Review construction estimates and make recommendations to Project Manager.

In collaboration with the appropriate team members, coordinate and track the change management process, including contemplated changes, site instructions and change orders.



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Perform and coordinate the review of concept and design deliverable; assess value of work completed, and process progress claims.

Perform site inspections of the work for conformance with drawings, specifications and codes; assess value of work completed, and process progress claims. Provide on-site support and guidance to contractors and crews.

Inspect for substantial performance and construction completion, ensure completion of work; monitor and report on any variances, alterations and deficiencies to the program manager/project manager.

Monitor corrective action on warranty items; assist with claim management resulting from the project.

Schedule completion reviews (Construction Completion Certificate and Final Acceptance Certificate).

Ensure the project abides by any applicable City of Edmonton Occupational Health and Safety Standards and Guidelines; ensure the highest standards of performance are maintained according to the safety program or site safety program.

In situations where contractors perform services on behalf of the City, be responsible for selecting the appropriate prime contractor management approach for the project as outlined in the Prime Contractor Safety Program Guide; conduct OH&S inspections, document issues and concerns and coordinate resolution as required.

Participate actively in the development and documentation of project lessons learned and risk management.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the technical and engineering principles and practices related to the work assignments.

Considerable knowledge of applicable bylaws, standards and regulations pertaining to work; including relevant building codes, legislation, regulations, policies and procedures.

Strong project coordination skills including an understanding of project management methods and techniques (Project Management Book of Knowledge).

Ability to meet and deal effectively with contractors, developers and the general public, and to enforce rules and regulations with firmness, impartiality and good judgement.

Ability to communicate verbally and in writing with preciseness and accuracy.



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Ability to read, interpret and design advanced plans, specifications, diagrams and charts of a complex technical nature.

Physical ability to perform outside work in all types of weather and areas related to the work assignments.

Ability to apply current computer software to a wide variety of applications including the design, costing and scheduling of projects, as well as the development of models and generation of reports.

Strong ability to create accurate and complete job hazard analysis, site reports and other written documentation.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of a degree in a related field such as Engineering, Architecture, Landscape Architecture, Environmental Science, Business or Project Management and a minimum of two (2) years directly related experience in commercial, recreation, landscaping or light industrial construction including project management experience

**OR**

A Diploma in a related field such as Engineering, Construction, Architecture, Landscape Architecture, Environmental Science, or Project Management and a minimum of four (4) years directly experience in commercial, recreation, landscaping or light industrial construction including project management experience.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	3336		3337	
Grade	025		027	
Originated:	12/2017		12/2017	
Last Updated:				
Previous Updates:				