



External Posting

Posting Date: Wednesday, March 4, 2020

Closing Date: Wednesday, March 25, 2020 @ 12:00 NOON

Wage: \$ 32.19 - \$ 35.35 per hour
(under evaluation)

Classification: CUPE Inside Class 7

The Finance and Corporate Services department is currently looking for a:

Permanent, Full-time Capital Project Coordinator

This role is primarily responsible for coordinating and overseeing the procurement, implementation, progress and completion of capital projects, replacements, major upgrades and repairs of District and Housing building and energy related assets. This job will work a 35-hour work week, Monday to Friday.

Responsibilities of the Capital Project Coordinator will include, but not be limited to:

- Coordinate and oversee the procurement, implementation, progress, completion and commissioning of capital projects, replacements, major upgrades and repairs of District and Housing building and energy related assets.
- Supervise, oversee, direct, inspect and approve the work of a variety of construction related specialties, contractors and consultants related to each project.
- Prepare, review and approve, where applicable, contract payments and implement quality control/ quality assurance for construction projects
- Prepare, monitor and report on the status of assigned projects to management, Committee and Council.
- Perform inspections of assets and generate condition reports for the purpose of developing a scope of work and updating and informing the District Asset Management Plan.
- Develop project specification documents, prepare procurement documentation, negotiate and develop contract agreements, generate project estimates, evaluate tendered bids and make recommendations for award of contracts.
- Assist in development, maintenance and reporting of detailed inventory and condition records of District assets.
- Assist with the preparation and monitoring of annual departmental budgets and expenditures.
- Act as the District's project representative at stake holder consultations, organizational meetings and open houses with consulting companies, contractors and associations involved in design and construction work.
- Promote public awareness of capital improvements and issues through the presentations and media releases.

The skills, experience and qualifications we are seeking for this job include:

- Graduation from a three (3) year diploma program in construction or other related studies, or proven equivalent experience in the construction industry;
 - Membership in good standing with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or Project Management Professional (PMP) designation would be an asset.
- Minimum of five (5) years' experience in commercial building operation maintenance and construction
- Thorough knowledge and understanding of building construction, mechanical and electrical systems
- Extensive experience in project management in a municipal environment
- Ability to lead major projects and initiatives from concept to completion through the use of strong project management techniques, contract administration, budgetary planning & tracking as well as analytical and problem solving skills

We would expect that your strengths will include initiative and the ability to receive and provide direction and ability to work with minimal supervision. Strong oral and written communication, facilitation, negotiation and conflict resolution skills are required to interface with multiple stakeholders in a variety of situations, including public consultations.



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the "**How to Apply**" instructions on our website and then submit your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.