



## **GREATER SUDBURY POLICE SERVICE**

Invites applications for the position of

### **Building Project Coordinator for Facilities Improvement**

**Temporary one year Full-Time to commence immediately**

(With a possibility of extension)

**\$ 31.11 to 35.82 per hour**

**40 hrs per week Monday to Friday**

Under the supervision of the Manager of Finance the Building Project Coordinator for Facilities Improvement will be responsible for the effective management of Greater Sudbury Police Service's building projects, space and assets. Responsible to oversee the construction and renovation of buildings, manage relationships and scope with contractors, coordinate and oversee space allocation and maintain facilities budgets. Work with architects, contract managers and other consultants who are retained to assist with facilities related projects.

#### **Duties**

##### **Infrastructure**

- Ensure infrastructure (buildings and associated structural, mechanical and electrical systems), space and assets are planned for to maximize operational efficiency
- Oversees construction and renovation of buildings
- Manage relationship with contractors
- Plans for and determines workspace allocation
- Ensures buildings and services meet the needs of members
- Conduct site visits to ensure work is consistent with contract documents, project objectives, regulations and policies

##### **Communication**

- Hold staff briefings, write and circulate instructions, and communicate in other ways to ensure that subordinates are aware of, and updated on, all information necessary to perform their duties.
- Track, document and report on project information against approved project plans
- Liaise with affected stakeholders to discuss and resolve concerns
- Mediate disputes between project participants
- Develop presentation materials, coordinate and attend internal and external meetings
- Liaise with affected stakeholders and resolve as required

##### **Resource Management**

- Coordinate, schedule, prepare agendas, produce minutes and chair project meetings
- Provide regular financial, schedule and project status reports to the Manager and key stakeholders through all phases of the project
- Review and recommend progress payments as recommended by Consultant.
- Process and review recommended contemplated changes in project
- Respond to contractor request and inquiries related to the project
- Attend and participate in consultant design meetings and construction meetings during construction
- Develop, coordinate and implement project management tools including project charter, project schedule,
- Recommend Human Resource requirements and participate in the allocation of project delivery team members such as designers, architects, consultants.
- In conjunction with project delivery team, ensure work is carried out in accordance with expectations of the project Plan to deliver projects on time, on budget and to the required quality standard
- Issue directions and sanctions to external resources as required

##### **Planning**

- Prepare, coordinate and oversee procurement instruments including design, setting specifications and assisting in the development of cost estimates
- Monitor the goals, action plans for all staff to ensure needs are being met on a global as well an individual basis.

## **Risk Management**

- Identify, investigate, evaluate and take actions necessary to mitigate project risks
- Ensure quality control/Quality assurance is conducted and records are maintained as part of project documentation
- Develop and maintain a thorough working knowledge of safety requirements
- Monitor design and construction schedules and advise of variances.

### **Applicants must meet the following minimum requirements:**

#### **Qualifications:**

- Post-Secondary diploma or degree in Project Management, Architecture, Engineering, or another related discipline
- Experience working with building trades on complex building projects
- Minimum 3 years of experience in managing facilities construction projects
- Demonstrated proficiency on computer and project management software including Microsoft Word, Excel, and Project Management
- Working knowledge of construction requirements and laws governing such projects

#### **Assets:**

- Additional education to update and expand competencies
- Project Management Professional certification an asset
- Membership in the Professional engineers of Ontario an asset
- Certification as an Engineering Technologist an asset
- Experience working in the municipal/public sector an asset
- Demonstrated ability to monitor budgets including change orders to projects

#### **Skills:**

- Strong interpersonal, oral, and written communication skills.
- Proven organizational, time-management and motivational skills.
- Ability to work independently and collaboratively as part of a team.
- Ability to maintain accuracy with a large volume of work.
- Strong analytical thinking, observational and problem solving skills
- Ability to effectively communicate technical information
- Ability to operate with moderate supervision and produce accurate work while complying with procedures and applicable laws and regulations.
- Ability to work independently and collaboratively as part of a team
- Ability to anticipate, identify, and resolve problems.
- Demonstrated ability to understand and meet the needs of stakeholders
- Ability to relate courteously with members of the service, the general public and outside agencies.
- Demonstrated ability to write reports, correspondence, briefing notes and develop presentation material

Appropriate accommodations will be provided upon request throughout the hiring process as required under the Greater Sudbury Police Services Employment Accommodation Policy and the Accessibility for Ontarians with Disabilities Act (AODA).

The selection process will reflect the dedication of the Greater Sudbury Police Service to the principles of Equal Opportunity.

**We thank all Applicants; however only those selected for an interview will be contacted. Please submit a cover letter and resume relating your knowledge, skills and experience to the qualifications listed in this posting. Completion of a Civilian application also required (<http://www.gsps.ca/en/jobsandopportunities/resources/civilian.PDF>).**

Submit applications by e-mail to [GSPS.HR@gsps.ca](mailto:GSPS.HR@gsps.ca) or by mail to:

**Greater Sudbury Police Service**  
Attention: Human Resources Branch  
190 Brady St. Sudbury, Ontario P3E 1C7

**Application Deadline: Monday, November 18<sup>th</sup> 2019 at 0800hrs**