



Capital Coordinator

Company Description:

Located in southwestern Ontario, Thames Centre is a modern thriving community, located on the eastern edge of the County of Middlesex and City of London. We offer a mix of both urban and rural living where neighbours and friends are often one and the same, working together to sustain and grow our community through quality services and responsible leadership. We are proud of our magnificent natural areas, recreation facilities, and overall local amenities.

Job Description:

Reporting to the Director of Financial Services/Treasurer, this position supports project management maturity through researching, developing, and implementing frameworks, standards, processes, performance measures, systems, and templates. The Capital Coordinator will champion knowledge sharing amongst departments and divisions to aid in the successful delivery of capital projects. The Capital Coordinator will be responsible for communicating with Municipal Staff, regarding their projects, including project progress. The Capital Coordinator will be required to prepare project Reports, project presentations, and project status reports for Director and CAO review. This position will perform compliance reviews of capital projects to ensure performance is on-track to realize expected benefits. In all cases, the Capital Coordinator manages projects following the Municipality's project management, procurement policies and procedures, and industry-standard project management principles and best practices.

Responsibilities:

Project Management

- Provide support to project teams to achieve successful outcomes.
- Conduct critical customer and subcontract project negotiations with support from internal teams.
- Collaborate with leadership and key stakeholders, delivering weekly project progress reports and embracing feedback for continuous improvement.
- Monitor, establish, and adhere to project schedules and budgets, achieving key milestones.

- Efficiently manage change orders to minimize impact on project schedule and cost.
- Drive compliance with plans and schedules, resolve issues, and proactively identify and mitigate risks.
- Monitor implementation and compliance of safety, quality, and performance programs.
- Ensure adherence to municipal policies and project procedures by project personnel.
- Oversee compliance with drawings, specifications, QA program, and project quality plans during construction.
- Prepare, issue, and revise project master schedules, including detailed task lists.
- Monitor and manage risks, developing recovery strategies when project schedules or budgets are at risk.
- Coordinate site visits for inspections and project closeout meetings with customers and subcontractors.
- Review project documentation and drawings to provide accurate estimates.
- Provide relevant Directors and CAO with forecasted project milestone completion dates and revenue/expense targets.
- Support to create, gather, and provide all project completion documentation to the construction management company and/or general contractor, and oversee the closing inspection and documentation of any deficiencies.
- Research, develop, implement, and maintain program/project management frameworks, standards, procedures, guidelines, systems, and templates.
- Facilitate the bidding process for subcontracted portions of the statement of work.
- Conduct regular site visits, overseeing various site teams and monitoring project progress.
- Review contracts and manage trade and vendor relationships.
- Support Municipal staff team with on-site discrepancies or investigations and assist in the preparation of change orders.
- Support Directors and their teams in the successful implementation of change through the provision of best practice interventions. Consult with all levels of management and staff to help identify the human impact of business and process change.
- Supports the development, monitoring and implementation of the Capital Budget and Asset Management Plan.
- Provides assistance in the writing of grant applications, monitors the outcomes of successful grants and assists in the required reporting.
- Perform other duties as assigned.

Leadership

- Foster high performance and a culture of excellence.
- Collaborate with company leadership in developing the corporate strategic plan.

- Ensure teams meet financial and performance commitments.
- Build high-performing teams of PMs and Site Managers/Supervisors.

Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Minimum Qualifications:

- University Degree or College Diploma in Engineering or related discipline; or an equivalent combination of education and experience
- CAPM (Certified Associate in Project Management) or PMP (Project Management Professional) designation is required, with a PMP preferred
- Three (3) to five (5) years' experience in project management
- Knowledge of and ability to comply with policies, procedures, collective agreements, and related standards and legislation (e.g., Environmental Assessment Act, Environmental Protection Act, health and safety, accessibility)
- Knowledge of municipal and private sector environmental practices; promotion and education, social marketing, public relations, and community engagement practices; and waste management trends and technology, normally acquired through a related degree (e.g., environmental studies, environmental science, sustainability, climate and environmental change, business), plus progressively responsible related experience
- A valid G Driver's License

Preferred Qualifications:

- Experience in a Project Management Office (PMO), preferably at the enterprise level, or Centre of Excellence (CoE) developing, establishing, and maintaining policies, frameworks, standards, procedures, systems, and templates related to portfolio, program, and/or project management would be an asset
- Demonstrated ability to evaluate and report compliance of capital project performance throughout the project lifecycle. Experience with Project Stage Gating would be an asset
- A high level of integrity and accountability, as an effective project leader, with excellent verbal and written communication skills
- Skilled communicator within a multi-functional and collaborative team environment
- Thorough organizational and time management skills
- Able to develop change management strategies and apply change management techniques, including training staff, to successfully implement changes within an organization would be an asset

Notes:

- Job description under review

What Thames Centre has to offer:

- A competitive salary ranging between \$74,000 to \$84,000 for 2024 with a 35-hour work week (salary currently under review).
- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.
- Comprehensive benefits package, along with eligibility to enroll in OMERS pension plan.
- A supportive and collaborative work environment.

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before 4:00 p.m. on **Friday, February 9, 2024** to:

Anica Peter, Human Resources Advisor
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: apeter@thamescentre.on.ca

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.

In accordance with the Municipality of Thames Centre's COVID-19 Vaccination Policy, please note that all new Thames Centre employees are required to be fully vaccinated as a condition of employment.