DOUGLASCOLLEGE

STAFF JOB DESCRIPTION

JOB DESCRIPTION:	Facilities Maintenance Project Coordinator		
DEPARTMENT:	Facilities Services		
REPORTS TO:	Manager, Facilities Services (Maintenance)		
JOB DESCRIPTION #:	510.17	PREVIOUS JOB DESC. #:	
PAY LEVEL:	16		
ORIGINAL DATE:	May 29, 2024		
LAST REVISED DATE:			

Primary Function:

The Facilities Maintenance Project Coordinator contributes to the success of Douglas College and its student community through the efficient coordination of preventative maintenance, repair, and minor infrastructure renovation projects related to facilities building systems (mechanical, electrical, plumbing (MEP) and fire protection). This important role will provide direction, leadership, project administration, and supervision of projects to which they are assigned. Major areas of responsibility for this role include project planning, research, development of specifications, co-ordination, and implementation to support to the Manager, Facilities Services in all aspects of project management. A collaborative, people-centered focus is essential for this role.

Responsibilities:

1. **Project Coordination.**
    a. Assists with troubleshooting and resolving mechanical, electrical, plumbing, and fire protection systems issues to maintain efficiency and cost-effectiveness. Conducts and documents visual field inspections as required.
    b. Implements quality control measures to ensure carpentry HVAC, electrical and mechanical systems, fire protection, life safety equipment and systems, kitchen equipment, elevators, etc. will meet College's expectations and project specifications.
    c. Provides project support to Facilities Manager/Project Leaders/Managers on single projects or portfolios of projects by assisting with project planning and coordination, maintaining and coordinating information flow and project records including proposals, contracts, risk/issues registries, work plans and timelines, change requests, budget monitoring, meeting agendas and minutes, project decisions and approvals, submittals, plans, manuals, status reports, financial reports, and related quality and risk management processes.
    d. Coordinates the planning and implementation of assigned facilities projects and/or components from the initial planning and design stages through to implementation and completion.
    e. Researches, analyzes and summarizes information for projects from a variety of data sources such as online or in person meetings, user groups, other institutions, architectural firm representatives and industry regulatory bodies.
    f. Participates in the construction tender process; Reviews and contributes to terms and conditions on contract and/or purchasing documents pertaining to renovation, construction, leasehold/tenant improvements, including requesting estimates and quotes from suppliers and contractors.

g. Produces complex critical path documentation, timelines and presentations using software programs for new construction, renovation and cyclical projects.
h. Provides support to Manager, Facilities Services by communicating policies and priorities, monitoring the work of contractors, and ensuring issues are resolved or escalated to appropriate level(s) to meet project budget, schedule, deliverables, and user requirements.
i. Oversees the data entry to the Computerized Maintenance Management System (CMMS) to ensure the information in the system is current and that the preventative maintenance work orders accurately reflect the required maintenance to best prolong the life of the College assets. Processes service requests received by telephone, e-mail and personal visits and maintains a database of such requests to meet reporting and analysis requirements.
j. Liaises with various internal and external stakeholders; conveys information and responds to queries, concerns, etc. with respect to project status, design, and construction matters.
k. Provides frequent, clear and concise reports to appropriate leadership regarding ongoing issues, progress updates, challenges, and opportunities.
l. Coordinates and attends department and various project related meetings; prepares agendas and supporting documentation; prepares and distributes minutes; independently follows through on action items and decisions taken.
m. Coordinates and assigns work to trades, contractors, and landlords for Coquitlam, New Westminster and other properties regarding installations, moves, set-up and openings and other related types of work.
n. Carries out project plans according to established maintenance project methodologies and systems to ensure successful and coordinated completion of project components by working with stakeholders, departments and/or user groups.
o. Reviews monthly Preventative Maintenance work orders. Ensures contractors are dispatched appropriately and are scheduled and completed prior to the due date.
p. Ensures contractual services are issued against corresponding Purchase Order (PO) and on demand services issued to Worker Order (WO).
q. Monitors project expenditures for budgets for operations, and prepare and maintain project budget cost reports.
r. Prepares purchase orders for maintenance supplies, equipment parts, and services based on approved budgets and project requirements.
s. Evaluates vendor quotes, negotiate pricing, and track deliveries to ensure timely receipt of materials.
t. Analyzes change orders by assessing scope changes, estimating costs, and communicating adjustments to project timelines and budgets.
u. Reviews invoices to confirm consistency with projections, quotations and budget allocations.
v. Oversees project related letters of credit, performance bonds and securities; monitors and initiates communication/correspondence with contractors regarding status, expiry dates and renewal deadlines to ensure timely renewals with no negative impact to the College.
w. Coordinates Contractor Safety Program with existing contractors and new contractors to ensure contractors safety protocol meets College's expectations and project specifications.
x. Serves as the liaison between the College and contractors regarding safety requirements and ensure that all safety protocols and regulations are communicated effectively to contractors.
y. Ensures trades adhere to WorkSafeBC Occupational Health and Safety regulations as well as College policies and procedures by providing safety briefings and obtaining copies of insurance, reviewing WorkSafeBC letters and explaining College policies and expectations in writing and verbally.

2. **Administrative Services.**
a. Maintains project plans and associated communication documents.
b. Prepares/updates project status reports, process invoices, update tracking reports, and maintain files for due diligence and financials.
c. Maintains up-to-date project logs (RFIs/Changes/Submittals).
d. Files and archives project documents.
e. Maintains and coordinates updates to college-wide Facilities Inventory System (FIS).
f. Maintains and coordinates updates to floor plans, record drawings and O&M manuals.
g. Coordinates minor updates, alterations and maintenance to the Facilities Management website.
h. Works with the Manager to develop and prepare capital budgets and capital requests.
i. Represents the Manager in a variety of operational meetings and groups such as user groups and various departments within the College.
j. Works with other Facilities related software (AutoCAD, MS Project, CMMS, WiFi clocks, etc.).

3. **Performs other duties as assigned.**
a. Provides support in emergent and on demand security, emergency and occupational health and safety related issues.
b. May be asked to do maintenance project coordination at Training Group sites.
c. Undertake additional tasks and responsibilities as directed by the Manager, Facilities Services.

Supervision or Guidance Exercised:

Provide leadership in the planning, coordination, and implementation of various facility related projects. Schedules, assigns and coordinates work of project teams and contractors. Provides safety briefings to contractors.

Physical Assets and Information Management:

Develops maintenance plans and conducts research for various projects. Coordinates the upkeep and tracking of physical assets, ensuring all maintenance activities are accurately documented. Oversees information management, maintaining comprehensive document records and utilizing software systems (CMMS) to support efficient operations.

Financial Resources:

Oversees financial aspects of projects, including tracking expenditures and maintaining detailed budget reports. Verify invoice accuracy against projections, quotes, and budget plans. Review and analyze change orders by evaluating scope modifications, estimating associated costs, and updating project schedules and budgets accordingly. Oversees project related letters of credit, performance bonds and securities; monitors and initiates communication/correspondence with contractors regarding status, expiry dates and renewal deadlines to ensure timely renewals with no negative impact to the College.

Required Education and Experience:

- Completion of an undergraduate degree or a construction technology diploma from a recognized post-secondary educational institution, such as the BCIT Operations Management certificate, or other similar building technology certificate.
- 3 years construction site work experience, preferably with the Mechanical or Electrical trades.
- 2 years' work experience in coordinating projects, including all aspects of project development and

execution.
- An equivalent combination of education and experience may be considered.
- PMP (Project Management Professional) certification, or working towards, an asset.

Required Knowledge, Skills and Abilities:

- Demonstrated in-depth understanding of mechanical, electrical, plumbing, and fire protection systems and terminology.
- Excellent computer skills, including a high degree of proficiency in Microsoft Office applications (Word, Excel, MS Teams, PowerPoint). Ability to update drawings using AutoCAD.
- Strong understanding of reading technical drawings, schematics, and equipment specifications.
- Familiarity with maintenance planning and scheduling tools.
- Knowledge of current safety standards and regulations applicable to maintenance activities.
- Thorough understanding of rules and regulations regarding working in confined spaces, fall protection awareness, and the safe handling of hazardous materials such as asbestos and lead to ensure compliance with safety standards.
- The College requires training to ensure compliance with safety standards and protocols in this role, such as fall protection (may access rooftop areas), and hazardous materials awareness.
- Excellent written and verbal communication skills combined with effective listening skills.
- Ability to adjust to shifting priorities, demands and timelines in a high-pressure environment.
- Aptitude for learning and adhering to existing standardized policies, processes, and procedures, including identifying process improvements.
- High level of accountability, tact, and professional judgment.
- Ability to work effectively both independently and collaboratively as part of a team.
- Strong knowledge of project management methodology.
- Proven experience coordinating small and large multi-functional projects.
- Resourcefulness with ability to use ingenuity to provide creative solutions that meet or exceed internal client needs.
- Excellent troubleshooting/problem-solving and analytical skills.
- Ability to quickly learn and understand new technologies and how they apply in our environment.
- Solid organizational skills with demonstrated ability & judgement to prioritize work in a fast-paced environment with competing priorities.
- Demonstrated financial skills with the tracking of project budgets using spreadsheets is required.

This job description reflects the general responsibilities and duties associated with the job and should not be viewed as a comprehensive list of job tasks.