



Capital Projects Coordinator, Engineering

Reference #J0425-0175
Construction, Engineering
CUPE, Temporary (up to 18 months)
\$36.99 - \$42.92 per hour
40 Hours per week

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

Position Summary

Reporting to the Construction Supervisor, the Capital Projects Coordinator is responsible for providing technical expertise in the coordination and contract administration of multiple capital projects within engineering services. This position will work with multiple city departments, to support and coordinate projects, provide construction schedule updates, inspect, and monitor projects, prepare reports, and provide administration duties as required.

Key Duties & Responsibilities

- Assist in the support, planning, coordination, and implementation of capital projects within Engineering Services
- Coordinate the preparation of construction drawings, specifications, and tender documents for various capital projects

- Establish project schedules and required human and financial resources
- Track and monitor project activities; conduct contract administration tasks to support projects, prepare progress payments and provide cost and schedule control analysis
- Facilitate the application for permits required from various regulatory agencies
- Work collaboratively with other City departments and external agencies
- Prepare progress reports for senior management. Assist in the preparation of reports to Council
- Assist with public relations efforts and provide written and verbal responses to relevant enquiries for supervisor(s)
- Other duties as assigned

Qualifications, Competencies

- 3 year diploma in in civil engineering technology or equivalent.
- 4 years' experience in engineering in the delivery of OPSS and CCDC construction projects
- Experience with Builterra software is considered an asset
- Experience administrating CCDC and OPSS contracts is considered an asset
- Experience successfully coordinating or administrating capital parkland, shoreline and road construction projects is considered an asset
- Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Skills, Abilities, Work Demands

- Strong organizational skills with the ability to work well in a team environment
- Ability to prioritize tasks and maintain multiple project schedules and deadlines
- Ability to prepare reports, project correspondence, project specifications and request for proposals
- Well-developed communication skills (verbal and written)
- Ability to negotiate with internal staff, outside agencies, consultants, and the general public
- Proficient with Microsoft Office programs and familiar with other relevant computer applications including GIS and AutoCAD
- Must possess and maintain a valid class "G" licence with a satisfactory driver's abstract.
- Required to obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code



(OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

[CLICK HERE TO APPLY](#)