



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: CAPITAL PROJECT MANAGEMENT COORDINATOR

DIVISION: CAPITAL PROJECT MANAGEMENT OFFICE **SCHEDULE:** B

DEPARTMENT: CITY MANAGER'S OFFICE **PAYGRADE:** 20

JOB SUMMARY:

The Capital Project Management Coordinator supports the Manager, Capital Program Management Office to provide technical expertise related to best practices and standardized methodologies and works collaboratively with capital Project Managers and team members to support adherence to the Organizational Capital Project Management (OCPM) framework, project governance manual and guidelines. The incumbent serves as a key member of various capital project teams and provides advice and support related to manuals, templates, documents, cost estimate processes, reporting requirements, project closeout activities, and post-project reviews. This position provides oversight to the Records Management Assistant and is responsible for setting priorities, monitoring work and providing feedback. The Capital Project Management Coordinator works in a self-directed manner and displays considerable initiative and independent judgement. Performs related duties as required.

MAJOR RESPONSIBILITIES:

Under the general supervision of the Manager, Capital Program Management Office:

Supports the capital program and project management function by:

- undertaking project management assurance activities to maintain project management governance;
- building relationships and working collaboratively with multiple project teams and Project Managers;
- explaining the capital project framework, guidelines and best practices;
- ensuring capital project teams and project managers understand and adhere to standardized methodologies and utilize templates, documents and tools appropriately;
- assisting project teams and project managers in planning various stages of capital projects, including the allocation of resources and appropriate project close-out processes;
- providing expertise related to the development of business case, project scope descriptions, project charters, detailed project schedules and key milestones, cost tracking logs, and risk registers;
- facilitating meetings between various stakeholders;
- reviewing budgets, cost estimates, contracts, awards, risk analyses, status reports, and change orders;

- determining potential risks and devising proactive strategies to minimize them;
- liaising with Risk & Procurement on all facets of the capital project risk and procurement processes and participating on teams as required;
- scheduling, coordinating and attending meetings and taking/distributing minutes, as required;
- assisting to develop and deliver project updates to various stakeholders;
- assisting the Manager with the annual capital project budget planning and approval process;
- assisting in the development of various reports, strategies and presentations.

Coordinates document management capital project requirements by:

- overseeing the administration to meet infrastructure project records management requirements, including Portfolio and Project Management Software (ChangePoint);
- acting as a subject matter expert to provide expertise and user support;
- actively developing new and improved procedures to maximize the functionality of the project management software;
- delivering training to employees.

Supports the grant process by:

- monitoring for infrastructure grant funding opportunities;
- supporting other departments in their grant application processes;
- supporting project managers to ensure terms of grant funding agreements are met; and,
- tracking and reporting on status.

Contributes to ongoing continuous improvement efforts by:

- conducting and/or participating in the post-project review analysis;
- collecting and providing input on the efficiency and usability of various tools and coordinating their improvements as required;
- making recommendations for and implementing revisions to documents, manuals, templates, guidelines and other tools;
- analyzing data;
- supporting efforts to streamline processes and automate project management practices.

QUALIFICATIONS:

Education: High School graduation plus a Bachelor's degree in business or a related discipline. A Project Management certificate (CMP) or a professional project management designation (PMP) or equivalent is desired.

Experience: A minimum of seven years' related experience with increasing levels of responsibility. Demonstrated experience in supporting projects through the full life cycle.

Knowledge & Skills: Considerable knowledge of fundamental project management principles, best practices and related methodologies. Exceptional communication skills and the ability to communicate in a manner that promotes understanding. The ability to train others, assists with mentoring junior staff. The ability to work collaboratively and build relationships throughout the organization, and with external service providers and contractors. Independent judgement and decision-making abilities. The ability to handle a considerable workload and effectively meet

deadlines. Proven ability to solve problems creatively. Strong organizational, time management and project management skills. Strong familiarity with project management software and tools. Excellent analytical abilities. Proven ability to complete projects according to outlined scope, budget and timeline. Ability to welcome feedback and use it to improve the quality of work. Handling confidential information in a discreet and professional manner. Demonstrated competence with various computer programs pertaining to the work. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license: Yes. Class 5 Full Privilege

Vehicle Usage: Yes – City Owned Vehicles.

Police Information Check: No.

Baseline Hearing Test: Yes

Prepared by: Rae-Ann Emery

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