



Project Coordinator, Energy & Asset Management

Reference #J1123-0126

Energy & Asset Management, Facilities Management & Construction Services

CUPE, Regular Full-Time

\$31.45 - \$39.21 per hour

35 Hours per week

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

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. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members *2SLGBTQ+ communities, to apply.

Position Summary

Reporting to the Manager, Energy & Asset Management, Facilities Management & Construction Services (FMCS), the Project Coordinator is responsible for implementing various asset management activities and capital projects to support the City's facilities asset management program. The Project Coordinator assists with development of improved processes, systems, and technologies while administering ongoing collection, tracking, inputting and analysis of asset data. The position works collaboratively with the FMCS team as well as staff across the corporation to coordinate facility projects and other initiatives starting from review of feasibility, through budget development, detailed design, procurement, and construction.

Key Duties & Responsibilities

- Administer the facilities asset registry by continually updating/inputting data from various sources to accurately track elements, condition ratings, required actions, repair or replacement costs, etc
- Coordinate facility audits, condition assessments, and other studies. Incorporate relevant findings into the facilities asset management system
- Make recommendations to improve data integrity, enhance processes, and ensure timely receipt of information necessary to maintain the asset management system

- Continually incorporate updates to asset information from ongoing maintenance and project activities, support project closeout and transition to ongoing operations by generating planned maintenance (PM) events in the facilities asset management system
- Prepare reports to summarize asset information and performance as well as to support life cycle costing, budgeting, capital planning, prioritization, risk management and other services undertaken by the department
- Conduct research to maintain an advanced understanding of best practices, innovative approaches and technologies, industry trends, new legislation, and other developments related to asset management
- Support development of asset management strategies, plans, and policies
- Coordinate preparation of detailed drawings, specifications, and procurement documents for various capital projects following internal standards
- Track and monitor project activities, budget, and schedule
- Conduct various contract administration tasks including implementing changes as well as review of progress payments with respect to cost and schedule control analysis
- Facilitate applications for building permits and other approvals as required
- Work collaboratively with other City departments and external agencies
- Prepare progress updates and other reports for senior management
- Assist with preparation of reports to Council
- Other duties as assigned

Qualifications, Competencies

- 3-year diploma in civil, mechanical, electrical, or energy systems engineering technology, asset management, or equivalent
- Member of OACETT with the ability to obtain CET designation within one year of employment, or equivalent
- Certifications related to asset management and project management are considered an asset
- 4 years of related experience including coordinating asset management activities and facility construction projects
- Experience coordinating detailed assessments of building systems and developing long term plans for renewals an asset
- Experience with a computerized maintenance management system (CMMS) is considered an asset
- Experience troubleshooting and supporting resolution of issues with various building systems an asset
- Experience administering CCDC contracts or other forms of agreement is considered an asset
- Must demonstrate corporate competencies: Customer-Focus, Results Orientation, Integrity, and Teamwork

Skills, Abilities, Work Demands

- Strong interpersonal skills with the ability to work well in a dynamic team environment
- Strong organization skills with the ability to prioritize tasks within multiple project schedules to meet relevant deadlines
- Ability to interpret and work with facility operation and maintenance manuals, reports, drawings, and specifications for various building systems



- Well-developed communication skills (verbal and written) with the ability to clearly summarize technical analysis, findings, and recommendations
- Ability to conduct research and prepare reports, project correspondence, and project procurement documents
- Ability to interact and work effectively with internal staff, external agencies, consultants, contractors, and the public
- Strong software skills with ability to utilize Microsoft 365 (Office) as well as web-based asset management and maintenance management applications
- Must possess and maintain a valid class “G” driver’s license 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](#)