

Project Coordinator, Facilities Energy & Asset Management

Reference #J0525-0328
CUPE, Regular Full-Time
\$36.99 - \$42.92 per hour
35 Hours per week
Onsite

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 Manager, Facilities Energy & Asset Management, Facilities Management & Construction Services (FMCS), the Project Coordinator is responsible for development, recommendations, and implementation of 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. The Project Coordinator is responsible for managing the comprehensive asset management software database, including the deployment of integrated (AI) systems to enhance data, as well as providing training to new and existing users on all modules, ensuring standardization of use.

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
- Responsible for the administration of the entire Computerized Maintenance Management System (CMMS) for FMCS including all associated modules, including being the administrator for these systems use from other departments
- Coordinate and validate 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
- Coordinates cross-departmental efforts to standardize data collection, update processes, and implement tools that enhance data quality and reporting
- 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, grant applications and policies, aligning asset management initiatives with the City's Strategic goals
- Coordinate preparation of detailed drawings, specifications, and procurement documents for various capital projects following internal standards
- Track and monitor project activities, budget, and schedule. Ensure Procurement bylaw requirements are met
- Develop and issue consulting assignments for BCAs on city facilities and other assets and analyze reports provided
- Responsible for coordinating facility projects through various stages of work, monitoring performance and ensuring compliance with contract requirements
- Conduct various contract administration tasks including implementing changes as well as review of progress payments with respect to cost and schedule control analysis
- Conduct regular training sessions for new and existing users and develop and update training materials as the system evolves with regards to submitting work orders through the computerized maintenance management system (CMMS)
- Create and modify custom reports using CMMS Dashboards
- Oversees the CMMS database including system upgrades, enhancements, and customization, to meet evolving business needs and optimize maintenance operations. Responsible for AI and smart data integration tools, including Digital Twin framework
- 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 an asset.
- Certifications related to asset management and project management are considered an asset.
- 5 years of related experience including coordinating asset management activities and facility construction projects.
- Experience coordinating and validating detailed assessments of building systems and developing long term plans for renewals of a variety of asset.
- Demonstrated experience engaging and leading stakeholders, and working with cross-functional teams
- Experience with building sustainability and life cycle management, ensuring alignment with strategic priorities
- Extensive experience with a computerized maintenance management system (CMMS)
- Experience troubleshooting and supporting resolution of issues with various building systems and software solutions an asset.
- Demonstrated experience in a data analytics environment, using, supporting, and managing data solutions, business systems, visualization tools and related technologies
- Demonstrated experience maintaining, extracting, analyzing and reporting technical asset management data
- Experience administering CCDC contracts or other forms of agreement is considered an asset.

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 to identify challenges or opportunities and make recommendations.
- Strong Data Analytics skills and ability to integrate software tools such as AI, machine learning, and other methods to streamline processes and minimize flawed data.
- 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.

- Presentations at a senior management level as well as other stakeholders.
- Effectively present data in reports for technical and non-technical audiences
- Maintain concentration on a task for extended periods of time despite distractions
- Ability to interact and work effectively with internal staff, external agencies, consultants, contractors, and the public.
- Understanding of life cycle and energy modelling software's to optimize building performance and extend life.
- 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.
- Must obtain and maintain a satisfactory criminal record.
- General knowledge of the following principles and standards: Asset management principles; ISO55000
- Required to obtain and maintain a satisfactory criminal record check (with vulnerable sector search)

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](#)