



Site Coordinator Employment Opportunity #240-23.24

Closing Date: February 29, 2024 at 4:00 PM

CAPITAL PLANNING & OPERATIONS

Capital Planning & Operations is a team of approximately 130 employees that take tremendous pride in the campus and deliver exceptional service that supports the University of New Brunswick's mission, vision, and values. You will be a part of a motivated team of professionals who are always striving to make our campus a safe, sustainable, accessible, and welcoming environment for students, faculty, staff, and community.

WHAT WE OFFER

Full-time | 2-Year Term starting May 1, 2024 | Fredericton | On-Campus

UNB is committed to ensuring employees can maintain a healthy work-life balance. As such, we are proud to support a hybrid work approach, which includes flexible hours and work-from-home options.

Standard Work Hours: Mon - Fri | 7:30 am - 4:00 pm | 40 hours per week

Salary Range: \$55,523 - \$70,529 per annum

YOUR FOCUS

Reporting to the Manager of Projects, the Site Coordinator prepares estimates for various projects. This position meets with customer departments to ensure they are kept informed as to project status, aware of required changes as they arise, and to incorporate those changes in the project.

- Establish client requirements, develop concepts, provide preliminary estimates, develop designs and specifications, prepare tender documents, and provide accurate information to the Drafting Coordinator.
- Work closely with Engineers/Consultants to allow access to site and provide all relevant information.
- Arrange for required materials and delivery of material, relocation of staff or occupants, furniture, and effects.
- Make frequent, regular site visits.
- Bring problems to the attention of superiors as required and provide regular progress reports.
- Monitor project funding flow, maintain up-to-date budget summary, and obtain cost estimates and additional approvals as required.
- Coordinate various trades and contractors.
- Supervise project progress, troubleshoot, resolve site issues, inspect completed project, create deficiency lists, and ensure all issues/deficiencies are rectified.
- Maintain accurate documentation and project records.
- Organize and attend meetings prior to and throughout the duration of the projects.
- Establish a work schedule in concert with client departments, contractors, UNB Shops, and Capital Planning & Operations Managers.
- Provide supervisor and clients with the project status and updates.
- Keep momentum with project to ensure deadlines are met.
- Liaise with Authorities Having Jurisdiction external to UNB to ensure compliance with regulations, codes, policies, and best practices. Apply for and obtain applicable permits as required.

WHAT YOU BRING

- Diploma from a recognized Community College or Institute of Technology in Civil Engineering, or equivalent training or experience.
- 5 years progressively responsible experience preferred in project management, including conceptual design, specification, and tender preparation.
- An equivalent amount of experience and education may be considered.

Additional Strengths

- Experience in the design, management, contract administration of multi-disciplinary projects.
- Construction safety training, specialized training, and professional development in a wide range of subject areas applicable to overseeing construction projects in a higher education environment.
- Ability to communicate clearly and effectively with a variety of people.

WORK WITH US

WHY CHOOSE UNB?

UNB offers a large variety of benefits for employees, including a full pension, a minimum of three weeks of vacation annually, the Employee and Family Assistance Program (EFAP), and dental, life, and health insurance.

PROFESSIONAL & TECHNICAL STAFF UNION (PTSU)

This position is part of the PSAC, Local 60551 employee group and falls under the PTSU Collective Agreement.

COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

The University of New Brunswick and PSAC/PTSU Local 60551 are committed to employment equity and fostering diversity within our community and developing an inclusive workplace that reflects the richness of the broader community that we serve. The University welcomes and encourages applications from all qualified individuals who will help us achieve our

goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

We thank all who apply; however, only those selected for an interview will be contacted.