

Job Class Profile: **Engineering Projects Coordinator**

Pay Level: **CG-27** **Point Band:** **534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	2	3	3	2	3	2	3	
Points	187	50	13	14	90	43	62	43	32	534

JOB SUMMARY

The Engineering Projects Coordinator performs technical work involved in assisting a resident engineer with the financial control and technical supervision of projects within the capital roads program.

Key and Periodic Activities

- Calculates and records all work done by the contractor on a daily basis as per contract item and location of work. Prepares final and supplementary progress claims (estimates) monthly. Monitors project cost for potential overruns.
- Plots original, intermediate and final cross sections by reducing and interpreting field survey information using computer aided drafting. Plots the theoretical grade line on the sections and determines the slope distances for the survey crews to lay out in the field for the contractor.
- Plots cross sections of culvert, catch basins, storm sewers and ditch inlets. Calculates, verifies and records costs associated with cutting, trenching, filling and excavating and enters into a spreadsheet.
- Receives weigh scale and checker's tickets for all weighed materials on the project. Checks and verifies calculations and quantities for all types of material placed. Updates ledgers and summary sheets for each day's production. Calculates and keeps records on amounts of liquid asphalt and blending sand used daily. Files all soil results from the Materials Inspectors and Laboratory.
- Maintains daily attendance of field staff; prepares bi-weekly time sheets. Records overtime, sick leave and annual leave and ensures appropriate forms and medical slips are submitted and signed.
- Prepares hiring and termination forms.
- Checks travel claims for completeness and accuracy.
- Performs field duties as assigned, such as surveying.
- Trains new office personnel as required.
- Performs other administrative duties of the field office (i.e. phone, fax, relaying information, records vehicle usage, records and distributes minutes of project meetings, orders supplies).

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of construction methods and equipment, contracts, drawings and specifications.
- Knowledge of design, spreadsheet and office software.

Formal Education and/or Certification(s):

- Minimum: Formal training in Engineering Technology, Construction Technology, Surveying Technology

Years of Experience:

- Minimum: 2 to 3 years

Competencies:

- Computer skills.
- Ability to interpret contracts, drawings and specifications.
- Ability to communicate with others.
- Ability to perform mathematical calculations.
- Ability to coordinate projects.

Interpersonal Skills

- A range of interpersonal skills are used to listen to information, ask questions and provide routine information.
- Communications occur with employees in the immediate work area, supervisors/managers, contractors, regional HQ staff, general public, students and employees in other departments/agencies.
- The most frequent interactions are with the resident engineer/supervisor for instruction, work review and to inform on project progress and to get direction, schedules and assignments; employees in the immediate work area such as survey crew to gather data and provide information required for the project, and HQ staff to seek guidance on payroll, leave and other administrative matters and contractors to coordinate and maintain good relations to ensure a project proceeds as planned.

EFFORT

Physical Effort

- Work activities do not result in fatigue, requiring periods of rest.
- Work may occasionally require lifting of supplies, tools, survey pegs.
- Work requires constant sitting in an office, along with occasional standing, walking and driving. Vast majority of time is spent sitting at a computer or drafting table and requires manual dexterity in mouse and keyboard operation for data entry, plotting cross sections and profiles.

Concentration

- **Visual** concentration is a constant requirement while entering data/working with spreadsheets, utilizing computer aided drafting software, preparing drawings by hand and when occasionally

driving.

- **Auditory** concentration may include listening to supervisor/resident engineer, co-workers and contractors and in job meetings.
- **Repetition requiring alertness** is required when plotting cross sections which are required for every 20 meters of road.
- There are **deadlines** to meet and **interruptions** can be frequent depending upon activity. With construction work it is critical to meet timelines and budgets; quantities must be checked and all information submitted monthly.
- **Exact results and precision, eye/hand coordination** are required in doing calculations, plotting cross sections and when using survey equipment.

Complexity

- Tasks are varied and range from regularly repetitive/well defined to occasionally different and unrelated encompassing administrative, technical and financial tasks requiring a range of skills.
- Typically, work is performed with defined and standard work processes, have obvious or limited solutions and/or can be addressed by following procedures or guidelines. The most typical issues to solve are: interpreting field information for payment purposes, correcting issues with survey data, making changes to quantities of materials due to estimate cost.
- Departmental Engineering field manuals, Specifications and design standards, OHS regulations, standards, and policies, precedents and professional Engineering and other expert staff are available as references or resources.

RESPONSIBILITY

Accountability and Decision-Making

- Most of the decisions and work tasks follow guidelines and procedures and require approval.
- Some decisions that can be made without approval are: ordering some supplies for the field office and survey crew; assigning tasks to junior staff to assist in work.
- Tasks such as calculations are performed independently but subject to review/checking and audit.
- Limited independent judgement is exercised.

Impact

- Results are directly felt within the immediate work area, department, within and outside the organization and by clients and the general public.
- Results directly impact finances, material and human resources, contractors, the general public, and health and safety.
- Consequences of errors are moderate and felt outside the department by clients and the public but are mitigated by the controls and review of the work.

Development and Leadership of Others

- There is no direct supervision of staff.
- May provide support, guidance and training to new office personnel and instructions to survey crews on completing paperwork and record survey data. Assists with engineering student orientation and on the job training.

WORKING CONDITIONS

Environmental Working Conditions

- Personal Protective Equipment (PPE) is provided and required to be worn while on the jobsite.
- The likelihood of injury is limited.
- May be occasionally exposed to a variety of undesirable environmental conditions and hazards such as glare, noise, dust, wet or slippery surfaces, odours, lack of privacy and heavy machinery when in the field office and on construction sites.