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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Miscellaneous

**Class Series:** Construction Co-ordinator

**Grid:** 28

**Class Title:** Construction Co-ordinator

### **I. Level Definition**

Positions at this level maintain liaison with user departments and contractors, to ensure that projects are completed according to plan.

### **II. Typical Duties**

- (1) Receives work requisitions from departments and determines resources required, e.g. trades or maintenance staff.
- (2) Co-ordinates and schedules construction work among user departments, contractors, trades, and maintenance resources.
- (3) Reviews project work to ensure adherence to building code, property code, time schedules and other facility requirements and reports departures from codes and/or schedules to supervisor.
- (4) Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, graduation from a recognized program in building technology plus three years' recent, related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to co-ordinate resources of assigned area.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.