



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

## Project Coordinator, FMD

<b>Job ID</b>	<b>367372-1-9579</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=367372-1-9579">https://careers.indigenous.link/viewjob?jobname=367372-1-9579</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-06-24	To: 2050-01-01
<b>Job</b>	Type: Part-time	Category: Education

### Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The team Toronto Metropolitan University's Facilities Management and Development ("Facilities") oversees the development, operations and maintenance of the university's buildings, facilities and grounds across four million square feet of space in 42 buildings on 27 acres of land.

### The Opportunity

We have an exciting job opportunity as a Project Coordinator at Toronto Met. The Project Coordinator provides technical and analytical support to project teams by preparing, reviewing and assessing design, specifications, estimating costs; and monitoring progress of assigned projects including feedback on the quality of service delivery of contractors and prepares and presents complex project status reports and summaries. Qualifications To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a post-secondary degree program in engineering, architecture or a related field.
- Minimum of 4 years of prior project management and coordination experience.
- Experienced within infrastructure and/or medium sized construction projects, including project planning, developing project documentations, specification, project estimation, installing, commissioning and collaborating with multiple constituents of a medium sized project or elements of large projects; assisting in preparing tender documents; overseeing contractors; and scheduling, assigning and coordinating work to service providers and project crew.
- Must have a strong understanding of project life cycles (e.g. identification of work, feasibility studies, detailed design, tracking costs, and development of specifications, installation and commissioning of construction projects).
- Strong project planning, coordination and management skills.
- Strong oral and written communication skills.
- Strong organizational and administrative skills.
- Experience working within or on Public Sector type projects
- Experience working with Facilities or Property Management Teams
- Experience working on HVAC (including BAS), electrical and building envelope infrastructure related type projects
- Knowledgeable with public tendering processes; Merx and or Bonfire
- Knowledgeable with Ontario Regulation 213/91: Construction Projects
- Works actively with Project Management Office (PMO) project managers and maintenance and operations Subject Matter Experts (SME) to ensure appropriate level of review of design and construction documents

### Additional Information

Position Number(s) 20004357 and 20004358  
Reports To Senior Manager, Capital Projects  
Vacancy Type TERM  
Employee Group OPSEU  
Work Location Hybrid (350 Victoria Street)  
Start Date July 18, 2022  
End Date July 18, 2023  
Hours of Work 36.25  
Grade and Step 12

Salary Scale \$71,284.07 - \$90,300.54 (Hiring range \$71,284.07 - \$77,894.04)

HR Advisor Claudiu Filimon

Application Close Date July 8, 2022

OPSEU Consideration

Qualified OPSEU candidates will be considered before members of other employee groups.

Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.

Candidates may be asked to demonstrate qualifications through occupational tests.

Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality. We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications and also reach out to Tracey King, Indigenous Human Resources Lead for support during the selection process. As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact [hr@ryerson.ca](mailto:hr@ryerson.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Project Coordinator, FMD