



## LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



**The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.**

If you're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

### **OPERATIONS CO-ORDINATOR**

The Operations Coordinator is responsible for the coordination of daily activities in the Works Department by providing efficient operational administration and support to management. This position also coordinates, schedules and budgets Works Department activities along with assisting with administrative tasks, development of presentations, reports and develops work plans and schedules.

**General activities and functions include, but are not limited to:**

#### **DUTIES & RESPONSIBILITIES:**

- Respond to requests for inspections, maintenance and repairs placed by customers both internally and externally
- Conduct routine follow up with customers, tenants, and other stakeholders surrounding maintenance repairs/needs; on an 'as needed' basis, create customer invoices
- Assist with quoting internal and external Works Department activities to stakeholders/clients
- Ensure accuracy in proposed scope of work
- Coordinate with legal team to prepare contracts and work with management to finalize
- Schedule and coordinate inspections of assets
- Maintain documentation of inspections
- Prepare work and service orders and deploy maintenance staff and/or contractors; track/follow up and close orders upon completion

- Maintain service, inspection and routine maintenance records, in the Maintenance Management system
- Research and recommend potential vendors/suppliers for a wide variety of goods and services; analyze contracts and agreements, interpret terms, conditions, and present analysis for review.
- Determine procurement needs and requirements; ensure to analyze repair vs. replacement costs and arrange for repair of items when required;
- Process purchase requests by placing orders; reviews orders for quantity, specifications, delivery requirements
- Assist with the monthly and annual inventory audits; assist with the disposal of surplus items and equipment
- Assist in the maintenance of the SDS system
- Assist with monthly utility analysis and invoicing of PortsToronto customers
- Assist with project research, proofreading, sourcing, and ad-hoc project needs as requested
- Support general office upkeep, file organization, and asset tracking
- Record keeping / logging of equipment licensing and certification
- Track and arrange employee training
- Ensure all tracking systems are kept updated daily with notes and critical information
- Ensure all response plans are kept updated
- Organization of department town hall meetings
- Implementation of uniform program
- Other duties as assigned.

#### **SKILLS & QUALIFICATIONS:**

- Post-secondary education with a Degree, Diploma or Certificate in Construction Management, Engineering or related field or equivalent.
- Experience in a support role in an operational, construction or engineering environment would be considered an asset
- Strong interpersonal skills, able to interact with all levels in a professional, positive manner, able to building relationships and be a team player
- Excellent communication skills both oral and written
- Able to compose correspondence and prepare professional documentation, memos, reports, presentations, spreadsheets
- Highly organized, possessing a solid ability to manage projects, plan and follow up.
- Very Reliable, resourceful self-starter, able to work independently and within a team environment
- Able to handle work with a high degree of accuracy and attention to detail
- Able to multi-task, manage and meet deadlines and adapt easily to change
- Intermediate to advanced levels in Microsoft Office including Outlook, Projects, Excel, PowerPoint and Word
- Possess a valid Ontario Class "G" Driver's License
- Bilingual in French is considered an asset

#### **SPECIAL CONDITIONS**

- Criminal record check will be conducted on hire
- Annual Driver's License validity check, as applicable
- Personal vehicle is required to drive to other Port locations
- Flexibility to work extended hours or weekends, as the need arises

**WORK LOCATION:** Works Department, 23 Unwin Ave, Toronto, ON M5A 1A1

Qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: [careers@portstoronto.com](mailto:careers@portstoronto.com).

In the Subject Line state: **OPERATIONS CO-ORDINATOR.**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.

**PortsToronto is an equal opportunity employer.**

*To learn more about PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to [www.portstoronto.com](http://www.portstoronto.com)*