



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:

WORKS COORDINATOR

The Works 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 as it relates to infrastructure and fleet maintenance.

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

Coordination

- Assist with developing, coordinating, and administering the planning and scheduling of all fleet services and maintenance requests
- Respond promptly to requests for fleet operations and maintenance activities
- Support the implementation and management of all maintenance programs.
- Assist with developing, coordinating, and administering annual and multi-year Capital and Operating budgets
- Identify opportunities for improvements, to drive better service delivery
- Assist with developing, coordinating, and administering the plan to ensure optimum lifecycle management, maintenance, and effective technical performance of all infrastructure and fleet.
- Investigate and resolve all infrastructure, fleet or service-related problems.
- Continuously evaluate infrastructure/fleet and resource rightsizing.

- Continuously evaluate technologies for sustainability to maximize utilization and improve maintenance costs
- Assist with developing, coordinating, and administering an optimized maintenance program
- Lead all aspects of the electrical substation preventative maintenance program to ensure compliance
- Lead all aspects of the bulk fuel and waste oil storage tank preventative maintenance program to ensure compliance
- Coordinate and assign roles and equipment to effectively manage the operations for all areas of responsibility.
- Provide input into the development of a ten-year Capital Program and Budget
- Work closely with Capital Projects team on preparing scope, budgets and schedules for capital projects
- Coordinate all work by Works team related to delivery of Capital Program projects
- Collaborate with, and provide necessary information to Asset Manager in development of asset management program
- Assist with developing, coordinating, and administering contracts and vendor
- Perform other related duties and responsibilities as assigned or required.

Administration

- Receive and 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 documents.
- 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, and other appropriate documentation in the Maintenance Management system.
- In conjunction with management, research and recommend potential vendors/suppliers for a wide variety of goods and services; analyze contracts and agreements, interpret terms, conditions, and present analysis to manager for review.
- Work with employees to determine procurement needs and requirements; may be required 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, and compliance with established policies and procedures.
- Assist with the monthly and annual inventory audits; assist with the disposal of surplus items and equipment.
- Assist in the development, maintenance and triaging of all software systems related to preventative maintenance.
- Help prepare budgets, financial reports (monthly and quarterly), contracts, expenditures and purchase orders.

Contract Administration

- Assist 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 medicals and training
- Ensure all tracking systems are kept updated daily with notes and critical information
- Ensure all response plans are kept updated
- Assist with organization of department town hall meetings
- Implementation of uniform program

QUALIFICATIONS:

- Post-secondary education with a Degree, Diploma or Certificate in Business Administration, Construction Management, Engineering, or other related discipline.
- More than one (1) to three (3) years direct experience in a support role, required. Experience in an operational, construction or engineering environment would be considered an assist.
- Possess a valid Ontario Class “G” Driver’s License.
- Strong interpersonal skills, able to interact with all levels in a professional, positive manner, able to build 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.
- Fluency in both official languages, English and French, Oral and Written is an asset.

SPECIAL CONDITIONS

- Criminal record check will be conducted on hire.
- Annual Driver’s License validity check, as applicable.
- Flexibility to work occasional extended hours or weekends, as the need arises.
- Position is mobile, requirements to travel to all business units as needed is required.

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

In the Subject Line state: **Works Coordinator**

We thank all applicants for their interest. 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