



Region of Waterloo

Region of Waterloo Co-op Positions Student Project Coordinator



As a student project coordinator with the **Region of Waterloo**, you can work within 3 different areas of Facilities Management:

- 1. Construction**
(3 Positions)
- 2. Accommodations**
(1 Position)
- 3. Facilities Asset Management**
(1 Position)



20 Weber St East, Kitchener (Office)



Co-op Corner



Friendly Staff

Student Project Coordinator - Construction, *Explained*

In this position you will report to a Project Manager, Supervisor.

- You will assist various Project Management staff, including Project Managers and Project Coordinators, in implementing projects for Regional buildings.
- Projects may be small (e.g. having grass seed placed on a lawn) or large (e.g. construction of a new Regional building) and anywhere in between.
- You may potentially receive smaller projects to coordinate on your own.
- Depending on what projects are underway, you may have the opportunity to experience different stages of the construction process, e.g. design, pre-bid, tender, construction and warranty.
- 1 of the 3 construction positions will have a focus on Energy Management (lighting, heating efficiency improvements, etc.).

Duties – In the Office

Around **25%** of your time

- Contact contractors and consultants to arrange work
- Receive quotes, create Purchase Orders
- Write building notices, create site reports, prepare meeting minutes

Duties – Out of Office

Around **75%** of your time

- Meet with contractors and consultants
- Deliver building notices
- Accompany contractors on site
- Attend meetings, take minutes
- Site documentation: lighting level measurements, pictures, gather info for reports

Student Project Coordinator - Accommodations, *Explained*

In this position you will coordinate office renovations for other staff within the Region (your clients), who require new or improved work spaces.

- This includes furniture, appliances, partitions and wall additions. You may coordinate work on electrical, HVAC, sprinkler and IT systems.
- You will work on office moves (moving a department from one space to another) and changes to office layouts. You may potentially plan layouts for new Regional buildings.
- You will meet with clients to assess their office space, discuss their requirements and optimize layouts.
- You will create space planning drawings using AutoCAD.
- Following design, you will source products and create quotes. Once accepted, you will order products and implement the work.

Duties – In the Office Around 60% of your time

- Space planning (using AutoCAD software)
- Source products, create quotes and Purchase Orders and order products
- Coordinate moves (contact clients, vendors etc.)

Duties – Out of Office Around 40% of your time

- Meet with clients and vendors
- Perform space planning assessments
- Implement & monitor moves on site

In this position, percent of time spent in and out of the office is highly variable.

Student Project Coordinator - Facility Asset Management, *Explained*

In this position you will be supervised by a Project Engineer for the Facilities Safety Management program in the Facilities Asset Management (FAM) section.

- You may be involved with **Safety Management, Capital Renewal planning, Asset Tagging**, or other initiatives based on the current priorities of the FAM team.
- The Facilities Safety Management program includes:
 - Creating lock out tag-out procedures for equipment.
 - Coordinating risk assessment surveys regarding designated substances (e.g. asbestos), fall protection, arc flash, radon, mould, etc.
- Capital Renewal Planning tells us what projects need to be completed; e.g., roofing that requires replacement, etc.
 - As the 30 year capital renewal plan is updated you may assist by coordinating building condition assessments with consultants.
- The Facilities Asset Tagging program involves:
 - Students may be responsible for implementing this program.
 - Bar coding key equipment to aid work order management and tracking building assets.

In this position approximately **70%** of your time is spent in the office and **30%** is spent out of the office.

What do co-op students like about working at the Region?

“The **flexibility** & how there is always something to do” – Kennedy (Conestoga APFM)

“The **variety** of work & the people” – Carter (Conestoga APFM)

“I learned a lot about **time management.**” – Trisha (Conestoga ACET)

