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)

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)