



It's About People . . . And Possibilities

The Regional Municipality of York consists of a dynamic blend of rural and urban communities. The nine local municipalities provide a mix of small-town and city living with an emphasis on fostering community character. As one of the Greater Toronto's Top 75 Employers (2009), York Region offers diverse and vibrant career opportunities that reflect the ideals, spirit and quality of life of a much sought-after and growing metropolis.

Architectural Projects Coordinator, ON9547
Community and Health Services Department
Housing and Long Term Care Branch
Full-Time, Salary \$38.46 - \$41.79 per hour

Reporting to the Manager, Technical Services, is responsible for providing technical expertise in the planning, design, implementation and project management of residential building improvement and renovation programs and new construction projects.

QUALIFICATIONS

- Successful completion of a three year Community College Technology Program in Architectural or Engineering Sciences or related field or approved equivalent combination of education and experience.
- Eligibility for membership in the Association of Architectural Technologists of Ontario or Ontario Association of Engineering Technicians/Technologists as a Certified Engineering Technologist.
- Minimum five (5) years related experience in building construction/renovation and maintenance for a variety of residential buildings, involving the development of designs, plans and specifications and contract administration.
- Valid Ontario Class "G" Driver's License and reliable vehicle for use on corporate business.
- Knowledge of the theory, principles and practices of residential building design, cost estimating, construction and maintenance related to structural, architectural and engineering disciplines.
- Knowledge of residential building construction, renovations and maintenance administration, including building elements and systems in a variety of residential buildings.
- Knowledge of applicable Legislation, By-Laws, Regulations, Acts and acceptable building design and maintenance standards governing residential properties.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self management, accountability, flexibility and adaptability.
- Knowledge of and demonstrated ability in design software such as CAD, Softplan and/or Autocad.
- Strong contract management, project management, analytical and problem solving skills.
- Computer literacy utilizing MS Office software applications with proficiency in word processing, spreadsheet and presentation software applications.
- Ability to prepare tender documents, including the preparation and review of designs, plans and technical specifications.
- Ability to direct consultants and contractors, conduct inspections, evaluate work and identify/resolve deficiencies.
- Ability to work outside regular business hours, as required.

This position is located at 1091 Gorham Street, Newmarket, Ontario. Please forward your resume and covering letter **quoting competition ON9547** by 4:30 pm on **November 20, 2009** to the address indicated below. We thank all candidates for their interest, however, only those selected for an interview will be contacted. For additional information on York Region, please visit our website at www.york.ca.

The Regional Municipality of York
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