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[Apply Now](#)**Title** Project Coordinator**Department** Finance Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-83

Nature & Scope of Work This is administrative and technical work involving project management and coordination of the design and construction work for civic building and capital projects. An employee of this class is responsible for conducting field reviews, monitoring budget and project schedule, ensuring conformance with established guidelines and standards, and approving progress payments. An employee of this class also liaises with staff and consultants, and develops a project scope and bid documents; manages the project from start to finish, reporting to, and seeking advice from the Senior Project Manager as appropriate. The incumbent exercises considerable independence of judgement and action within established guidelines, discussing unusual problems with a superior.

Illustrative Examples of Work

- Manages assigned capital projects and coordinates the design and construction work; conducts field reviews, monitors budget and project schedules, ensures conformance with established guidelines and standards.
- Prepares, reviews and maintains a variety of materials such as budgets, council reports, bid documents, project specifications, tender forms, schedules and related documents; coordinates requests for proposal and invitations to tender; monitors and evaluates relevant policy and budget issues.
- Provides technical and project status reports; arranges, reviews and summarizes technical reports of consultants.
- Conducts field inspections and monitors construction progress; ensures work is performed in accordance with contractual terms and established regulations; arbitrates minor disputes regarding contract interpretations, construction practices, standards, and methods; monitors and assesses construction progress; approves progress payments.
- Manages the asset management system for buildings and facilities; updates inventory information, works with site personnel to verify data; provides detailed reports to support budgeting and project planning.
- Develops and maintains a standard document management processes for the project management division; ensures project reporting and close-out procedures are completed in accordance with regulatory requirements; creates project reporting protocols, compiles and completes reports.
- Establishes and maintains liaison with a variety of internal and external contacts; provides information, direction and assistance to other department staff.
- Monitors and evaluates relevant policy and budget issues.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of building costs, materials, methods and practices as related to the work performed.
- Considerable knowledge of architectural design and construction principles and practices and engineering practices and procedures applicable to the work performed.
- Considerable knowledge of construction terms of reference and contracts, and B.C. Building Code, zoning and related municipal legislation governing the work performed.
- Sound knowledge of safety regulations, policies and procedures applicable to the work performed.
- Ability to coordinate the design process, construction work, and scheduling for civic buildings and capital projects and to inspect and document related systems and services.
- Ability to act as a liaison and coordinator for specific design and construction projects.
- Ability to review, analyze, assess and interpret plans, specifications, contracts and other

material related to the work.

- Ability to deal effectively and tactfully and maintain cooperative working relationships with a wide variety of internal and external contacts.
- Ability to prepare and maintain reports, records, correspondence and various other material related to the work.

Desirable Training & Experience Graduation from an Institute of Technology with a diploma in architectural or building technology, or Certification as a member of the Association of Applied Science Technologists and Technicians of B.C., including or supplemented by courses in project management, plus sound related experience; or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations Valid Class 5 Driver's Licence for the Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 35 Hour Work Week

Pay Grade 26

Pay Rates \$39.56, 41.29, 43.04, 44.83, 46.75 per hour

Posting Date 4/3/2019

Posting Closing Date 4/10/2019

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