

	<p><b>Capital Projects Coordinator, Facility Construction Management</b>          Permanent Full Time          Posting No. 030-22          February 25, 2022</p>
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The Resort Municipality of Whistler is a one-of-a-kind community and is often recognized as the number one mountain and ski resort destination in North America. It has a thriving four-season events calendar, and arts and culture sector. Whistler was the Host Mountain Resort for the 2010 Olympic and Paralympic Winter Games. Financially sound and responsive to an engaged mayor and council, this is a high performance municipal organization serving a community of around 13,000 people and three million annual visitors. As an economic generator of over \$1.8 billion annually, Whistler is key to British Columbia's tourism economy.

The Facility Construction Management (FCM) department of the Resort Experience division has an opportunity for qualified individuals to apply for the position of Capital Projects Coordinator, FCM. Reporting to the Capital Projects Supervisor, FCM this position offers 76.5 hours bi-weekly starting as soon as reasonable possible.

The Capital Projects Coordinator is responsible for assisting with the project delivery of capital projects related to capital maintenance, replacement and rejuvenation on building assets or park development and will engage contractors, monitor quality of work, and ensuring value. The Capital Projects Coordinator's core responsibility is completion of the project plan documentation, communications with stakeholders, and assisting with the delivery of the planned capital projects as managed by the Capital Projects Supervisor and Manager of FCM.

Qualified candidates possess completed post-secondary education in building and construction in the areas of building sciences, mechanical systems, civil development, BC building code, and project delivery with at least 3 years of experience working as a project coordinator related to construction including the management of stakeholders and resources to execute projects as per the scope, schedule and budget. Courses related to Project Management and/or a Project Management Professional (PMP) certification is an asset.

Qualified candidates demonstrate knowledge and previous experience with building sciences, mechanical systems, and civil development; knowledge of municipal construction projects and demonstrated ability to implement project management processes; knowledge of public sector procurement; and knowledge of WorkSafeBC regulations and relevant occupational health and safety practices with proficiency in the Microsoft office suite, other window-based software and the ability to learn new and changing technology. Qualified candidates have the abilities to work within project budgets, effectively engage contractors, and monitoring schedules, budgets and work completed to ensure value. Knowledge of contract management, such as MMCD and CCDC contract type often used on municipal projects considered an asset.

The successful candidate demonstrates strong verbal and written communication skills with excellent attention to detail, resourcefulness and the abilities to work well under pressure, effectively manage competing demands and prioritize work load. The successful candidate has the proven ability to interact courteously and professionally with a variety of stakeholders and other staff and a commitment to promoting a diverse and inclusive workplace. As a requirement of the position, the successful applicant must hold a valid BC class 5 driver's license and must provide a satisfactory driver's abstract prior to beginning employment.

The RMOW has implemented a mandatory COVID-19 vaccination policy to keep our employees and community safe. Confirmation of full vaccination will be required effective March 1, 2022 from anyone accepting employment from the RMOW. A request for accommodation can be made by individuals who can't be vaccinated for reasons protected by the BC Human Rights Code after you have been offered employment.

Interested candidates are invited to submit a resume and cover letter online at [www.whistler.ca/careers](http://www.whistler.ca/careers)

**Posting No. 030-22 | Deadline for applications is Sunday, March 20, 2022**

*We thank all applicants for their interest however, only those candidates selected for further consideration will be contacted.*

*The Resort Municipality of Whistler is committed to being an equal opportunity employer who embraces and respects diversity.*