



DISTRICT OF SAANICH
ENGINEERING
PUBLIC WORKS

**PROJECT COORDINATOR
FLEET & SOLID WASTE SERVICES
Permanent Full Time Position**

Do you want to be part of a great team with an exciting future? Employing more than 1500 members across 10 departments, our greatest asset is a high performing workforce. The District of Saanich provides a welcoming environment and maintains a healthy, dynamic and safe workplace that consistently attracts top-quality people and enables them to perform at their best. Our culture holds true to our motto “Populo Serviendo” – this is latin for “Serving the People”. We are looking for a Project Coordinator to join our team!

The Public Works Division is seeking a Project Coordinator in Fleet and Solid Waste Services to perform project management functions related to the fleet management, fleet procurement and solid waste initiatives. This position is responsible for developing formal reports, data analysis and tracking, coordinating pilot programs and trials, monitoring emerging technologies, developing specification documents, continuous improvement of preventative maintenance programs and communicating with a broad range of stakeholders. These duties are all carried out in alignment with the District’s Fleet and Solid Waste strategic goals and industry best practices.

Qualified candidates will have a diploma in Mechanical Engineering Technology or other relevant engineering discipline; Project Management Institute accredited training; five years of related fleet or solid waste experience; strong verbal and written communication skills; knowledge of industry standards, regulations and best practices; valid Class 5 Driver’s Licence and proficiency using Microsoft office programs including Word and Excel. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work Monday to Friday, 8:00 a.m. - 4:30 p.m.

This is a C.U.P.E. Local 2011 position with a wage of \$42.96 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Sunday, March 26, 2023 quoting competition 23032 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.