

# Be Part of the Story.

ABBOTSFORD  
CITY HALL



At the City of Abbotsford our people are our greatest asset. We offer a wide range of diverse, stimulating and rewarding career opportunities that support and recognize high levels of performance. In Abbotsford, we work strongly to create a challenging yet rewarding environment for our employees to thrive. We invite you to become part of a place that has strong corporate and organizational values, rewarding career paths, challenging opportunities, and an engaging and dynamic team to work with.

**Civic Building Project Coordinator  
Operations  
CUPE, Temporary Full Time  
Posting #J0524-0990**

**Be part of the story. Join our team today.**

The City of Abbotsford's Operations division is seeking an experienced, self-motivated professional to join their dynamic team as a temporary full time Civic Building Project Coordinator to cover a 12 to 18 month leave.

In this challenging role you will coordinate the operation, installation, maintenance and repair of the various components and services within the City's buildings. Responsibilities include assessing facilities and systems to determine priorities for capital replacement projects and maintain the Building Asset Inventory. The Building Project Coordinator assists the Senior Manager, Facilities & Operations with planning and implementing strategies to maintain the desired Condition Index of the City's buildings. This position will maintain the capital project list and work independently, or with the manager, to deliver unique building projects. In this position you will have considerable involvement in the project lifecycle of capital and operations projects, from scope development, to procurement, to construction. This position will oversee contractors in the construction and installation of building components to meet the requirement of the capital plan. This position also works with the Supervisors of HVAC and Building Maintenance by coordinating operations projects that fall outside that capabilities or capacity of in-house crews.

As the successful candidate for this position, you will have considerable knowledge of commercial/institutional building construction, including relevant codes, materials and systems, engineering concepts and construction practices as well as the ability to apply this technical knowledge to evaluate building system conditions and develop effective projects to renew end of life assets. Your project management or coordination experience along with your demonstrated analytical, problem solving and technical skills will support you as you the lead these exciting initiatives. An ability to communicate effectively; along with good organizational skills, including the ability to prioritize workloads and meet deadlines in a fast-paced environment are essential to be successful in this position.

**To be considered for this position, you must have:**

- Completion of a diploma in Engineering Technology or equivalent related diploma
- Five years' related experience in a building construction environment
- Two years' in a project coordination or project management role and one years' training and/or related experience in a CAD platform.
- A valid Class 5 BC Driver's Licence.

This position is unionized, CUPE Local 774, and the hourly rate of pay is from \$38.30 to \$45.07. We offer ongoing personal and professional development opportunities, competitive compensation and a comprehensive benefits package.

**Closing Date: June 9, 2024**

To apply, please visit us online at [www.abbotsford.ca/careers](http://www.abbotsford.ca/careers)



RECRUITMENT

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