



DISTRICT OF SAANICH
ENGINEERING
MUNICIPAL FACILITIES

PROJECT COORDINATOR 2 Permanent Full Time Positions

The District of Saanich is the largest municipality in beautiful Greater Victoria, blending both the urban and rural environment and home to approximately 124,000 citizens. Employing more than 1,500 staff, our greatest asset is a high performing workforce. Recently named one of BC's Top Employers for 2024, we provide a collaborative, exciting and progressive work environment that consistently attracts top-quality people, enables them to perform at their best and grow their skills. Our competitive wages, excellent benefits package, generous pension plan, flexible work program supporting an inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

We are looking for up to 2 project management professionals to join our team! The Municipal Facilities Division is seeking Project Coordinators to coordinate the planning, implementation and tracking of concurrent short-term operating and long-term capital projects.

Candidates must possess excellent communication skills, the ability to build positive relationships, and a strong stakeholder focus. Effective time management skills and the ability to problem solve in a changing work environment are equally important. The ideal candidates thrive in an environment where attention to detail is essential, and deadlines are met.

Qualified candidates will have:

- A diploma in Building Sciences, Engineering or Architectural Technology from a recognized post-secondary institution
- Three years related experience including project management experience
- Proficiency in Microsoft Office applications and AutoCAD
- A satisfactory Police Information Check

Registration or eligible for registration as an ASCT with the Applied Science Technologists or an EIT with EGBC, and/or contract administration experience (including CCDC contracts) are considered assets. Candidates with an equivalent combination of education and experience may be considered.

Successful candidates will work Monday to Friday, 8:30 a.m. - 4:30p.m. (35 hours per week) with a possibility of flex days (37.5 hours worked per week and a day off every 3 weeks) and a modified work schedule. A blend of work from office (3500 Blanshard), home and sites is available depending on work assignments.

These are C.U.P.E. Local 2011 positions with a wage of \$42.61 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 Tuesday, June 25, 2024 quoting competition 24166 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. **Applications must include a cover letter and resume.** As a component of the selection process, testing will be conducted. Only those under consideration will be contacted.

The District of Saanich lies within the territories of the lək̓ʷəŋən peoples represented by the Songhees and Esquimalt Nations and the Ƶ SÁNEĆ peoples represented by the Ƶ JOŁŁP (Tsartlip), BOKÉĆEN (Pauquachin), SƆÁUTƵ (Tsawout), Ƶ SIKEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact accessibilityHR@saanich.ca in confidence. We thank all applicants for applying.