

## **Project Management Coordinator**

### **Full-time Term – One year term (35 hours per week)**

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-collaboration, service, accountability and sustainability help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

We are seeking a **Project Management Coordinator** (Coordinator) to join our Engineering Services team for a one year term starting in September 2024. The Coordinator provides technical support to the Engineering Services department on capital project implementation. Reporting to the Manager of Capital Projects, the primary responsibilities of this role include:

- Providing engineering analysis and guidance for the Sewer conveyance project, currently under construction, and other capital projects, as required;
- Reviewing drawings, contracts, and schedules to fully understand and provide input on the capital project;
- Preparing written and verbal reports, plans and correspondence, and providing advice on capital project matters to senior management;
- Conducting onsite construction inspections, compiling reports and summarizing relevant data;
- Managing consultants and contractors by assigning tasks, providing guidance, and ensuring compliance with standards;
- Developing tools to track initiatives based on project management principles;
- As part of a team, prepares displays, presents materials, and coordinates professional, public, and community meetings, workshops, and open houses to address service matters;
- Liaising with provincial and federal agencies, First Nations, community groups and affected stakeholders;

- Providing guidance to consulting engineers and technical staff, and serving as a resource to staff for advice on potential approaches and problem situations;
- Providing input and financial analysis to assist leadership with the project budget;
- Addressing public inquiries and complaints about construction issues, and explaining construction plans and permit requirements.

Our ideal candidate is:

- Skilled in the review and comprehension of technical literature, drawings, plans, specifications, reports, maps, graphs, and legal opinions;
- A skilled communicator with the ability to engage multiple stakeholders and resolve conflict when required;
- Organized, analytical and creative when it comes to problem solving;
- Current in engineering principles, terminology, practices and techniques and comfortable making recommendations on technical matters to senior staff;
- Educated in a relevant discipline at the post-secondary level (degree with two to three years of related experience OR diploma with over four up to five years of experience) and eligible for registration as a Professional Engineer with Engineers and Geoscientists BC or as an Applied Science Technologist with the Applied Science Technologists and Technicians of BC;
- Sound knowledge of project and contract management principles, including Master Municipal Contract Documents and Canadian Construction Documents;
- Able to provide technical guidance and assistance to other staff;
- Proficient in Microsoft Office Suite, iMap, BlueBeam and GIS.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

This is a CUPE Local 556 with a current wage rate of \$45.57 per hour.

To review the complete job description and to apply go to [www.comoxvalleyrd.ca/jobs](http://www.comoxvalleyrd.ca/jobs).

The closing date for this position is August 23, 2024 at 3:00 pm. Applications for available positions must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

*The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

*The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.*