



PROJECT COORDINATOR - PARKS Regular Full Time (2 positions)

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

The City of Coquitlam is currently seeking two Regular Full Time Project Coordinators for our Parks Division. The successful candidates will collaborate with design Consultants to produce construction drawings, specifications and scopes of work, for park development and asset replacement projects. You will also work with our purchasing department and be responsible for producing RFP and tender packages for those projects. You will further coordinate the implementation of park projects, as well as ensuring the contractors adhere to contract specifications, budget and schedule.

The successful candidates will be communicating with a wide variety of internal and external contacts, and will have strong relationship building skills with various departments within the City and staff. If you would like to utilize your knowledge of landscape project management and your strong communication skills, we encourage you to apply!

Minimum Qualifications

- Graduation from an Institute of Technology diploma program in landscape design and horticulture or a related discipline plus sound related experience OR an equivalent combination of training and experience.
- A Class 5 Driver's License for the Province of British Columbia.

Preferred Qualifications

- Ability to interpret landscape construction drawings and specifications;
- Familiarity with relevant policies and regulations including municipal procurement, safety practices, and construction environmental compliance;
- Considerable knowledge of landscape construction methods and techniques;
- Experience with AutoCAD, Civil3D, and Adobe Creative Cloud is considered an asset; and
- Experience in a large, complex and/or unionized environment is considered an asset.

What We Offer:

This CUPE position has an hourly rate range of \$42.44 - \$50.12. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and



inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](https://www.coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on September 27, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.