

Coordinator, Parks Projects (Temporary)

<b>Job Requisition</b>	JR-2024-280 Coordinator, Parks Projects (Temporary) (Open)
<b>Job Family</b>	Exempt
<b>Start Date</b>	2024-11-06
<b>End Date</b>	2024-12-05
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Coordinator--Parks-Projects--Temporary-_JR-2024-280">https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Coordinator--Parks-Projects--Temporary-_JR-2024-280</a>

**Description** Closing Date:

**Dec 5, 2024**

Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

**\$77,904.57 - \$91,652.44**

## Effective January 2025 to January 2027

Reporting to the Manager, Park Projects & Community Initiatives the Coordinator is to lead and support the planning and design of municipal projects and initiatives in the City.

Duties Include:

- Prepares and makes recommendations for a wide variety of park and civic projects as well as community initiatives.
- Scope of work involves coordinating the creation of master plans, concept plans, feasibility studies, pre-designs, asset management plans, cost estimates and project management documentation.
- Directs and oversees consultants and contractor teams to ensure delivery of full scope of services, and evaluate performance ensuring that the quality of work is within City standards and is completed in a timely cost-effective manner.
- Conducts a wide variety of public engagement and participation initiatives for input and consideration into plans and designs.
- Works across all City divisions and departments to properly scope and coordinate projects and initiatives.
- Prepares, submits and reports on grant applications and third-party funding agreements.
- Develops and manages project budgets throughout the project lifecycle. This includes management of the various funding sources applied to each project.
- Develops and manages scope of work documents for procurement processes including; Expressions of Interest, Request for Proposals, and Tender Documents.
- Makes presentations to Council, Council Committees and public meetings as required.
- Seeks out and initiates community partnerships to enhance project delivery and community impact.
- Develops information brochures, bulletins and other publications related to the marketing and branding of parks, public spaces and the City's cycling and trail system.
- Responds to enquiries and explains projects and initiatives.
- Manages the parkland inventory.
- Researches relevant data and best practices in capital project delivery, design and management.
- Makes recommendations for land acquisitions related to project scope and delivery.

- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- A minimum of two (2) years' post-secondary education in a related discipline, such as Planning or Business Administration.
- Minimum three (3) years of related experience in project delivery.
- Formal training in project management methodologies, preferable consistent with those provided by PMI (Project Management Institute).
- Valid BC Drivers' License Class 5.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Demonstrated knowledge of project management methodologies and standards similar to those identified in the Project Management Body of Knowledge (PMBOK) guide.
- Demonstrated ability to independently coordinate projects to achieve stated outcomes using standard methodologies recommended for Project Management.
- Ability to manage several projects at one time.
- Ability to participate effectively in a creative team setting and in group problem solving.
- Ability to act in a liaison capacity in coordinating the activities of various external government and non-government agencies, community groups and special interest groups and, where appropriate, to integrate their needs and program plans with municipal park planning strategies and program plans
- Ability to co-ordinate and manage public consultation processes as they relate to a wide range of park projects.
- Ability to occasionally work evenings and weekends, as required.
- Excellent verbal and written communication skills as well as presentation skills.
- Excellent computer/technology skills and aptitude.
- Ability to conduct site visits and walk on even and uneven surfaces potentially during climate conditions.
- Knowledge of the operational health and safety regulations applicable to areas under construction.

Preferred Education and Experience:

- PMI Project Management Professional (PMP) certificate, or PMI Certified Associate in Project Management (CAPM) certification obtained or equivalent experience.
- Public speaking and meeting facilitation experience.
- Public engagement skills and experience.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.



<b>Worker Sub-Type</b>	Fixed Term (Over 1 Year) (Fixed Term)
<b>Location</b>	Community Services Building
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Parks Projects & Community Initiatives