



DISTRICT OF SAANICH  
ENGINEERING  
MUNICIPAL FACILITIES

## **PROJECT COORDINATOR Permanent, Full-Time**

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 a project management professional to join our team! The Municipal Facilities Division is seeking a Project Coordinator to manage the planning, implementation and tracking of concurrent short-term operating and long-term capital projects.

Candidate 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 candidate thrives 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.

The successful candidate 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](http://www.saanich.ca). **Please apply via our careers page by 11:45 p.m. on February 3<sup>rd</sup>, 2025 quoting competition 25004. Applications must include a cover letter and resume.** As a component of the selection process, testing will be conducted.

**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](mailto:accessibilityHR@saanich.ca) in confidence. **We thank all applicants for applying. Only those under consideration will be contacted.**