

Infrastructure Delivery Administrator (Permanent, Full-Time) - 1566

Close Date:

March 31, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Are you an organized and detail-oriented professional with a passion for project management, financial forecasting, and keeping critical infrastructure projects on track? Do you thrive in a fast-paced environment where your expertise directly impacts major capital projects? If so, we want you on our team! As an Infrastructure Delivery Administrator, you'll play a key role in supporting the successful execution of capital projects and development servicing. You'll work closely with consultants, contractors, and internal teams, ensuring seamless project coordination, financial accuracy, and efficient workload management. Your expertise in contract administration, data management, and performance reporting will help keep our city growing and thriving.

The successful candidate must have the following qualifications:

1. Completion of a Business Administration Diploma or related discipline, or two years of applicable business courses which includes the completion of at least one accounting course.
2. Certified Associate in Project Management (CAPM) through the Project Management Institute.
3. Minimum three (3) years' previous work experience in project administration directly related to major capital architecture, engineering or construction projects.
4. Proficient in advanced Word, advanced Excel and intermediate Access as demonstrated through testing (70% pass rate required).
5. Valid BC Class 5 driver's licence.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE Local 900 position.

Please note that this is a new job classification, and the pay grade is subject to agreement between the Employer and the Union.

Hourly Rate

\$47.942

Hours & Days of Work

Monday to Friday 8:00 am – 4:00 pm

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.