

Project Coordinator - Capital Projects (Permanent, Full-Time) - 1638

Close Date:

June 15, 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 passionate about building great things? Join us as a Project Coordinator – Capital Projects, where you'll play a vital role in shaping the infrastructure that supports and connects our city. From roads and bridges to water systems and public spaces, you'll help turn blueprints into real-world achievements that benefit thousands of people every day.

The successful candidate must have the following qualifications:

1. Completion of a two-year diploma in Civil Engineering Technology or equivalent.
2. Eligible for certification as an Applied Science Technologist with the Applied Science Technologists and Technicians of BC (ASTTBC).
3. Certified MMCD Contract Administrator, or the ability to obtain within 6 months.
4. Minimum of five years' previous experience in a project coordinator role overseeing the construction of public infrastructure including waterworks, sewerage, roads, and structures.
OR
Minimum of five years' previous experience in an engineering role overseeing the design of public infrastructure including waterworks, sewerage, roads, and structures.
5. Minimum of two years' previous experience in contract administration under the supervision of a Project Manager.
6. Valid Class 5 BC Driver's License.

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 900 Local Position. More than one to be hired for this position.

Hourly Rate

\$50.451

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.