



JOB TITLE: Project Coordinator,
Parks, Rec and Culture
DEPARTMENT: Community Services

JOB SUMMARY

Reporting to the Assistant Manager, the Project Coordinator, Parks, Rec and Culture, is responsible for the planning, implementation and coordination of capital and operational projects, ranging from minor renovations to major asset replacement.

DUTIES / RESPONSIBILITIES

- Coordinates, plans and schedules capital and operational projects to ensure completion in an efficient and effective manner
- Provide technical support and project management of capital projects, design studies, special projects and a variety of operational programs
- Prepares project specifications and cost estimates
- Assists in procurement processes and managing project budgets
- Develops and updates project schedules, and resolves any emerging timeline issues
- Coordinates and liaises with contractors
- Conducts inspections and participates in site meetings
- Researches and prepares reports
- Prepares, updates and maintains computer based records and other documents
- Tactfully responds to public enquiries both written and verbally
- Ensures work is done in compliance with WorkSafeBC regulations and safety policies
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	Assistant Manager, Parks, Recreation and Culture
Positions directly supervised:	N/A
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ Diploma in building science, project management or a related field
Experience:	<ul style="list-style-type: none"> ▪ Three years of experience in construction, project management or a related field
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Valid Class 5 BC Driver's License
Specific Skills:	<ul style="list-style-type: none"> ▪ Superior skills and knowledge of project management and asset management ▪ Ability to manage construction and installation projects ▪ Knowledge of risk assessment principles and inspection procedures ▪ Knowledge of procurement processes and budget practices ▪ Ability to prepare project specifications and cost estimates ▪ Knowledge of laws, bylaws, and permitting regulations applicable to construction, design, renovation, maintenance and repair of facilities ▪ Strong organizational and time management skills ▪ Ability to work independently, with minimal supervision ▪ Knowledge and ability to follow WorkSafeBC regulations ▪ Excellent working skills in the use of MS Office Suite of products (Word, Excel, Outlook, PowerPoint)
Special Requirements:	<ul style="list-style-type: none"> ▪ May be required to work outside normal working hours, including weekends and evenings

CLASSIFICATION

Wage Level 10

JOB DESCRIPTION

Effective date: February 21, 2020