

CAPITAL PROJECTS COORDINATOR

EXEMPT:	No	DIVISION:	Capital Projects
SALARY LEVEL:	Grid 1, Band 16	DEPARTMENT:	Infrastructure Services
LOCATION:	Field Road	SUPERVISOR:	Manager, Capital Projects
APPROVED BY:	GM, Infrastructure Services	DATE:	Nov 2020
Replaces:	N/A New Position	Date:	December 2019

SUMMARY

Under the general direction of the Manager, Capital Projects, the Capital Projects Coordinator performs a range of engineering design, project management work and activities, and coordinates and oversees the design, tender, and construction oversight of projects related to the Infrastructure Services Department.

KEY RESPONSIBILITIES *include:*

- Coordinates and oversees the design, tender, and construction of projects related to water treatment and distribution, waste water collection and treatment, and related infrastructure, as well as other departmental and inter-departmental capital projects of a more complex and varying nature.
- Performs a range of engineering and project management work including design preparation and review, document preparation, specifications, contract administration and management, budgetary oversight, cost estimates, scheduling, project analyses, inspections, and associated reporting.
- Provides general technical support to the Manager, Capital Projects and other SCRD divisions.
- Participates in the administration of the division, including such activities as development of capital and operating budgets and future planning.
- Provide strategic support to other departmental staff including some work guidance and reviewing of performance of non-direct reports, in the completion of work being conducted as a condition of a subdivision or building permit approval.

TYPICAL ACTIVITIES *include:*

- Provides engineering project management oversight for multiple selected engineering projects including contract administration, project schedules, cost management, and budget tracking.
- Uses sound judgment to address unusual or problem situations, ensuring solutions meet the objectives and requirements, collaborating with other staff on difficult, complex, or highly unusual matters or decisions, and providing technical work guidance/information sharing to other staff, as required.
- Ensures the SCRD standards, standard operating procedures, and policies are upheld by providing direction and guidance to contractors, outside agencies, developers and other members of the public.
- Assists the Manager, Capital Projects in assessing, evaluating, and incorporating technical requirements to make informed decisions regarding infrastructure construction.
- Acts as the liaison with contractors, consultants, and staff to investigate operating, construction, and design issues to determine effective solutions.
- Assists the Manager, Capital Projects in preparing Requests for Proposals, Requests for Quotations, Tenders, prepares reports for Board or senior staff, and produces other similar documents.

- As assigned, administers engineering projects, including but not limited to the preparation of contract documents, project management documents, and financial management documents, to ensure that work activities are completed within allocated budgets and timelines.
- Liaises with contractors' and developers' engineers to ensure inspections are being conducted in accordance with District Standards and Specifications.
- Completes, or assists in the completion of, infrastructure inspections.
- Assists the Manager, Capital Projects in capital works budgeting, planning and other related matters regarding future servicing.
- Performs other duties as assigned by the Manager, Capital Projects, including but not limited to providing engineering support to other divisional managers.

EDUCATION AND EXPERIENCE

- Grade 12 or equivalent.
- Completion of a Civil Engineering Technologist Diploma from a recognized institute with preference given to a degree.
- Accredited, or eligible for certification, as an Applied Science Technologist in the field of Civil Engineering Technology.
- Five (5) Years' experience in civil contract administration, project management, and public works inspection or other similar work.
- Valid B.C. Class 5 Driver's license.

OTHER SKILLS/KNOWLEDGE

- Advanced level of proficiency in the operation of Microsoft office software and graphics/mapping and modelling software, such as ESRI, GIS and AutoCAD.
- Ability to organize and prioritize a complex series of project components to meet multiple time based deliverables requiring a high level of detail and accuracy.
- Effective written and oral communication skills; specifically in writing including letters, report writing, and presentations.
- Effective interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts and stakeholders.
- Effective analytical and research skills with the ability to use sound judgment to resolve unusual or problem situations.
- Ability to facilitate meetings, to interact and tactfully negotiate contract work change directives, and to interact effectively with contractors over matters such as scope of work changes that may arise.
- Ability to maintain and use survey equipment.
Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, bylaws and policies.