

**CAMPUS DEVELOPMENT COORDINATOR  
REGULAR FULL-TIME CUPE POSITION  
PRINCE GEORGE CAMPUS**

**REFERENCE NUMBER: 17-007SP**

**Summary of Duties & Responsibilities**

- Identify, catalogue and maintain all building and grounds drawings and related documentation
- Maintain the Facilities Inventory System and report pursuant to the Ministry of Advanced Education and/or Facilities Management requirements
- Identify and maintain accurate expense tracking of all costs associated with Capital projects and ensure the relevant budget coding is identified.
- Prepare scope of work project documents to engage architect and or engineering firms
- Prepare project designs, documents, cost estimates, and schedule timelines
- Work with Procurement Services Department and participate in the procurement and award of consultant and contractor work, obtain quotes for project products and services
- Project manage new construction projects and renovation projects
- Develop/edit construction drawings, specifications, and furniture/fixture/equipment layouts
- Submit drawings and documentation for necessary permits
- Assist with the coordination of all projects and their relevant teams and stakeholders
- Perform quality control reviews on construction drawings, specifications, other project documentation
- Liaise and work with government officials, consultants, contractors, suppliers, and internal departments
- Perform code and regulation analysis, regular building inspections and maintain a file of inspection reports
- Report all building deficiencies for appropriate corrective action
- Prepare and submit project reporting as required
- You will be part of a team actively engaged in contributing to and accomplishing the vision, mission, and goals of the College and in supporting the aspirations and needs of our learners and communities.
- You will promote a positive work atmosphere and communicating in a professional manner that demonstrates mutual respect with students and colleagues.
- Other duties as assigned.

**Skills & Qualifications**

- Must be able to create, read and understand building drawings, specifications, documentation, codes and regulations.
- Must have completed a minimum of a 2 year Post-secondary Engineering Design Technology Program or Architectural Technology program or equivalent
- Proven proficiency in AutoCAD 2010 or higher including other related software is required
- Proficiency in various software programs like, but not limited to, AutoCAD 2010, Microsoft Office Outlook/Word/Excel, Microsoft Project, Adobe Acrobat Professional etc.
- 5 or more years experience in an institutional environment or demonstrated work in this discipline with architectural and or engineering firms
- A good working knowledge of building related trades
- Must be eligible to obtain or have certification as an Applied Science Technologist with ASTTBC, and or as an Architectural Technologist with AIBC
- May be required to obtain training and or certification in Project Management Body of Knowledge, a certification with the Project Management Institute is preferred
- May be required to obtain training and or certification in Building Inspection, a certification with the Building Officials Association of BC is preferred

**College of New Caledonia**  
HUMAN RESOURCES DEPARTMENT



- Must have a valid Class 5 BC drivers license and keep it current, provide an acceptable drivers abstract on request
- Must be able multi task
- Must be able to work independently.
- Must have excellent communications skills
- Must be able to maintain confidentiality
- May be required to provide proof of a clear criminal record.

**SALARY:** \$56,363 year – Band I

**HOURS:** 35 hours per week

**START DATE:** As soon as possible

**SCREENING DATE:** This position will remain open until filled; screening of applications will begin on April 25, 2017

**APPLICATION INSTRUCTIONS:** Visit our Jobs and Careers website and apply online directly to this position at <https://cnc.peopleadmin.ca/postings/1073> . You will receive a reply email to acknowledge receipt of your application.

For information on other employment opportunities with the College, please check our website at: <https://cnc.peopleadmin.ca/>

**We would like to thank all candidates in advance for their interest, but only those selected for an interview will be contacted. CNC embraces the principles of employment equity.**