



## **Civic Facilities Project Coordinator Temporary Full Time (24 months) Strategic Initiatives**

The City of Coquitlam is currently seeking a Civic Facilities Project Coordinator for the Strategic Initiatives Department. This is administrative and technical work in coordinating the implementation of a variety of civic facility and parks projects. The work involves project liaison and coordination of design and construction work for a variety of projects; the preparation of various reports, project specifications, schedules, budgets, documents, and related matters; and field inspection of work performed.

The Civic Facilities Project Coordinator coordinates design and construction work for facility, park and other related projects; prepare terms of reference for the selection of architectural and engineering consultants; coordinates and participates in the preparation of reports, tender documents, and contracts for the projects. The Project Coordinator will also assist and support the management team on City projects.

The successful candidate will act as a liaison, facilitator and coordinator between architectural, engineering and/or construction firms, and sponsor departments to ensure desired results; prepare and monitor project schedules and budgets; attend /coordinate all project meetings; review plans and working drawings at various stages for conformance to project objectives and established standards. Additionally, they will prepare and maintain a variety of materials such technical and status reports, correspondence, project specifications, risk registry and other project management records; review all invoices, change orders, and other payment claims for accuracy, investigate discrepancies, recommend approval or other actions to superior.

The Civic Facilities Project Coordinator will also conduct field inspections; ensure that all work performed is in accordance with contractual terms and established regulations; arbitrate minor disputes regarding contract interpretations, construction practices, standards, and methods; review and advise on proposed changes; monitor and assess construction progress.

The ideal candidate will have a degree or diploma in architecture, Engineering or building technology, including or supplemented by courses in project management (PMP), plus considerable related experience. A valid Driver's License for the Province of British Columbia is required. Applicants under consideration will be required to consent to a Police Information Check.

The City offers a competitive salary of \$38.78-45.83, 6% in lieu of benefits and an earned day off program is being offered. Please apply on-line at [www.coquitlam.ca/jobs](http://www.coquitlam.ca/jobs) by **5:00 pm, Sunday, March 25, 2018**.

***The City of Coquitlam is an Equal Opportunity Employer***

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*