



Capital Works and Construction Coordinator

Full-Time Regular

Location: Lake City Operations Centre

Join us as we help shape the place people want to be – Metro Vancouver, one of the world’s most livable regions. The services and solutions we provide are the foundation of our region’s economic, ecological and social health. This includes the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing and community engagement to over 2.5 million residents. We don’t stop, we don’t close and we do what is right, for now and for future generations.

We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; exceptional benefit packages with valuable pension plan; employee wellness and recognition programs; and many diverse opportunities for professional growth and development.

We deliver the exceptional services and solutions that have helped make this one of the most special, livable communities in the world, and we want you to join us. Help us shape the future of the Metro Vancouver region, and shape the place people want to be.

Our Water Services Department is seeking a Capital Works and Construction Coordinator who will be an active and engaged member of our in-house Construction Team. You will be a dynamic problem-solver who can navigate unique challenges and provide solutions within a collaborative environment.

You are: Self-motivated and have a good working knowledge of utility construction practices combined with professionalism, leadership and ability to maintain a safe, respectful team environment for co-workers, support staff and supervisors.

In this role, you will: (The duties described hereunder are intended to be representative of the position and are not to be considered all inclusive.)

- Ensure all workmanship and material is in accordance with design drawings and specifications.

- Responsible for planning, organizing, coordinating and scheduling of work for in-house construction projects.
- Assist staff with project safety guidelines and development of project safety documentation.
- Arrange for, and administer the acquisition of, construction materials and equipment (with support from the Purchasing Department).
- Arrange inspection as required.
- Develop and administer tender documents for construction materials, equipment and services.
- Develop “Engineer’s Estimate” for water and sewer construction projects.
- Prepare cost estimates for construction projects and implement cost control.
- Prepare and submit “record” drawings.
- Prepare and process various permit applications.
- Coordinate the implementation of an Environmental Management Program.
- Supervise technical staff.

To be successful, you have:

- Graduated from an Institute of Technology Diploma Program (2 years) in Construction or Engineering technology with a minimum of 10 years related experience in municipal construction or equivalent combination of training and related work experience.
- Formal training in record keeping and computer software such as MS Project, MS Office and other related software.
- Supplementary courses in surveying, construction technology, water and sewer works, drafting, welding, corrosion protection, report writing, cost estimating and supervisory skills will be considered an asset.
- Demonstrate ability to maintain effective working relationships with a variety of internal and external contacts.
- Strong interpersonal skills combined with the ability to communicate well both orally and in writing.
- Sound knowledge of Corporate Safety and WorkSafe BC regulations.
- Excellent knowledge of Metro Vancouver corporate contracting and purchasing policies.
- Sound knowledge and interpretation of contract law.
- Demonstrate a willingness and ability to undertake additional training relating to the duties of the position.

- Able to obtain a Health Certificate for Watershed entry.
- Membership or eligibility for membership as a Technologist or Technician with the Association of Applied Science Technologists and Technicians of BC.
- Current Class 5 BC Driver's license.

Our Vision:

Metro Vancouver seeks to achieve what humanity aspires to on a global basis – the highest quality of life embracing cultural vitality, economic prosperity, social justice and compassion, all nurtured in and by a beautiful and healthy natural environment.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by July 31, 2018.