



TOWN OF GIBSONS

JOB POSTING

POSITION: Project Coordinator - Engineering
DEPARTMENT: Infrastructure Services
REPORTS TO: Director of Infrastructure Services
HOURS OF WORK: Full-time (37.5 hours per week)
EMPLOYEE GROUP: Bargaining Unit
WAGE RATE: \$42.44 per hour*
POSTING DATE: January 27, 2023
CLOSING DATE: Open until filled
POSTING: P#2023-02

The Town of Gibsons is seeking a Project Coordinator to join the Infrastructure Services team.

Located at the south end of the Sunshine Coast, just north of Vancouver, Gibsons is a picturesque community of just under five thousand people. Gibsons is an award-winning municipality that boasts a blend of water and land activities, spectacular views, beaches and parks, and a keen sense of community.

On the job, you'll enjoy a supportive work culture, surrounded by people who are committed to delivering excellent service to the community of Gibsons. In your down time, Gibsons' coastal climate, arts culture, outdoor recreation, and laid-back lifestyle will provide plentiful opportunities to recharge and engage in all that the beautiful Sunshine Coast has to offer.

This is an excellent opportunity to live and work in a unique and distinctive municipality well known for its leadership in natural asset management.

Reporting to the Director of Infrastructure Services, the Project Coordinator will support the Department by performing full scope Project Management functions from the proposal stage through to project execution and close-out. This includes the preparation of proposals and the commissioning of capital projects in areas specific to scheduling, cost management and estimates, budgeting, reporting, and change management. This position coordinates and oversees the design, tender and construction of capital projects related to Town transportation, water, sanitary sewer, drainage, and related infrastructure. Responsibilities include reporting on budget and forecast, cash flow, incurred costs as well as providing progress measurement and analysis.

**Please note that employees hired after May 1, 2022, will be paid a training wage of 90% their regular wage rate pending the successful completion of their probationary period.*

EXPERIENCE, EDUCATION AND QUALIFICATIONS

- A diploma from a recognized technical institute as a Civil Engineering Technologist in the field of Civil Engineering.
- Eligibility for Applied Science Technologist designation in the field of Civil Engineering.
- Minimum of three to five years recent experience in civil infrastructure administration, with a preference for experience in project management, and public works inspection.

- Completion of courses or certification in project management, contract administration, and/or public works inspection is considered an asset. PMP designation is preferred.
- Previous experience with procurement.
- Demonstrated financial reporting and contract management experience.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, and Project.
- Sound written and oral communication skills; ability to communicate effectively both verbally and in writing including letters, report writing, and presentations.
- A suitable combination of experience and education may be considered.

SUMMARY OF KEY COMPETENCIES AND ABILITIES

- 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.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, and Town bylaws and policies.
- Strong interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts and stakeholders.
- Strong analytical and research skills with the ability to use sound judgment to resolve unusual or problem situations.

ADDITIONAL REQUIREMENTS

- Valid Class 5 BC driver's licence.
- Commitment to continuous learning by maintaining professional and technical knowledge through attendance of professional workshops, reviewing professional publications, and establishing professional networks.

WORKING CONDITIONS

- Work occurs in both indoor and outdoor settings and in all types of weather.
- Work includes sitting, standing, or walking for long periods of time.

HOW TO APPLY

Interested candidates who meet the required qualifications for this role, should submit their resume with cover letter via email to HR@gibsons.ca.

The job description for this position, which includes further information about this position is available on the Town of Gibsons website at www.gibsons.ca/employment-opportunities.