



## TOWN OF GIBSONS

### JOB POSTING

**POSITION:** Capital Project Coordinator  
**DEPARTMENT:** Infrastructure Services  
**REPORTS TO:** Director, Infrastructure Services  
**CLOSING DATE:** Open until filled  
**HOURLY RATE:** \$38.33 per hour  
**HOURS OF WORK:** 37.5 hours per week  
**POSTING:** P#2020-15

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The Town of Gibsons has an immediate opening for a Capital Project Coordinator.

Located on the beautiful Sunshine Coast, a 40-minute ferry ride from Horseshoe Bay in West Vancouver, the Town of Gibsons is a vibrant growing community of 4,600 residents. Gibsons is known for its natural beauty, small craft harbour, coastal climate and the numerous special events that are held throughout the year for locals and visitors. Boating, fishing, hiking, camping, mountain biking, paddling and sunset beach walks are just some of the activities that are enjoyed daily by residents of Gibsons and our neighbouring coastal communities. Your family will enjoy living here and your friends will want to visit often.

The Capital Project Coordinator plays an integral role within the Engineering team, with responsibilities that include: overseeing the completion of work being conducted as a condition of a subdivision or building permit approval; coordinating and overseeing the design, tender and construction of capital projects related to Town transportation, water, sanitary sewer, drainage, and related infrastructure, as well as other strategic capital projects; performing a range of engineering and project management work including design review, document preparation, specifications, contract administration, budgetary oversight, cost estimates, scheduling, project analyses, inspections, and reporting; and, providing general technical support to the Director of Infrastructure Services and other municipal departments.

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#### **REQUIRED QUALIFICATIONS:**

- A diploma from a recognized technical institute as a Civil Engineering Technologist.
- Accredited or eligible for certification as an Applied Science Technologist in the field of Civil Engineering Technology.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, and Town bylaws and policies.
- Five years of recent experience in civil contract administration, project management, and public works inspection.

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**TOWN OF GIBSONS**

*"Nature is our most valuable asset"*

- Valid B.C. Class 5 Driver's license.

**DESIRED QUALIFICATIONS:**

- 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.
  - Sound written and oral communication skills; ability to communicate effectively both verbally and in writing including letters, report writing, and presentations.
  - 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.
  - Proficiency using Microsoft office programs, including Word, Excel, Outlook, and Project.
  - Completion of courses in project management, contract administration, and public works inspection.
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Interested candidates are encouraged to express their interest promptly as applications will be reviewed and processed as received.

Candidates should submit their resume with cover letter to:

Human Resources  
Town of Gibsons  
474 South Fletcher Road  
PO Box 340, Gibsons, BC V0N 1V0

Phone: 604.886.2274  
Fax.: 604.886.9735  
Email: [hr@gibsons.ca](mailto:hr@gibsons.ca)  
Web site: [www.gibsons.ca](http://www.gibsons.ca)

