



# Job Description: Capital Project Coordinator

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**DEPARTMENT:** Infrastructure Services  
**REPORTS TO:** Director of Infrastructure Services  
**LAST REVIEWED:** January 2020  
**APPROVED BY:**

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Chief Administrative Officer

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Director of Infrastructure Services

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## JOB SUMMARY

The Capital Project Coordinator reports to the Director of Infrastructure Services and is responsible for:

1. Overseeing the completion of work being conducted as a condition of a subdivision or building permit approval.
2. 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.
3. 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.
4. Providing general technical support to the Director of Infrastructure Services and other municipal departments.

## TYPICAL DUTIES

1. Provides project management oversight for multiple selected projects including contract administration, project schedules, cost management, and budget tracking.
2. Uses sound judgment to address unusual or problem situations, ensuring solutions meet the objectives and requirements of Town bylaws. Collaborates with other staff on difficult, complex or highly unusual matters or decisions.
3. Assists the Director of Infrastructure in assessing, evaluating and incorporates technical requirements to make informed decisions regarding infrastructure construction.
4. Ensures the Town's standards are upheld by providing direction and guidance to developers, contractors, outside agencies and other members of the public.
5. Acts as the liaison with contractors, consultants and staff to investigate operating, construction,

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and design issues to determine effective solutions.

6. Assists the Director of Infrastructure Services in preparing Requests for Proposals, Requests for Quotations, Tenders, and other similar documents using CCDC, MMCD or Town templates.
7. Accurately completes internal development referral forms.
8. As assigned, administers capital projects, including preparation of contract documents, preparation of payment certificates and other contract-related documents, tracking expenses to ensure that works are completed within budgets, and preparing reports for Council or senior staff.
9. Liaises with contractors' and developers' engineers to ensure inspections are being conducted appropriately on Town infrastructure constructed within Town property or right of ways and to provide input on projects as appropriate.
10. Completes infrastructure inspections on smaller selected Town projects constructed within Town property or right of ways
11. Assists the Director of Infrastructure Services in capital works budgeting, planning and other concerns regarding future municipal servicing.
12. Performs other duties as assigned by the Director of Infrastructure Services.

**REQUIRED EDUCATION/TRAINING**

1. A diploma from a recognized technical institute as a Civil Engineering Technologist in the field of Civil Engineering Technology.
2. Accredited or eligible for certification as an Applied Science Technologist in the field of Civil Engineering Technology.
3. Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, and Town bylaws and policies.
4. Five years of recent experience in civil contract administration, project management, and public works inspection.
5. Valid B.C. Class 5 Driver's license.

**DESIRED QUALIFICATIONS/ABILITIES**

1. 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.
2. Sound written and oral communication skills; ability to communicate effectively both verbally and in writing including letters, report writing, and presentations.
3. Strong interpersonal skills and ability to build and maintain effective and respectful working

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relationships with internal and external contacts and stakeholders.

4. Strong analytical and research skills with the ability to use sound judgment to resolve unusual or problem situations.
5. Proficiency using Microsoft office programs, including Word, Excel, Outlook, and Project.
6. Completion of courses in project management, contract administration, and public works inspection.

**REPORTING RELATIONSHIPS**

Reports to the Director of Infrastructure Services.