



Job Description: Capital Project Coordinator

DEPARTMENT: Infrastructure Services
REPORTS TO: Director of Infrastructure Services
LAST REVIEWED: April 2022
APPROVED BY:

Director of Infrastructure Services

Chief Administrative Officer

JOB SUMMARY

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

1. 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.
2. 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.
3. 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. Acts as the liaison with contractors, consultants and staff to investigate construction and design issues to determine effective solutions.
5. 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.
6. 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.

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7. Completes infrastructure inspections on smaller selected Town projects constructed within Town property or right of ways
8. Assists the Director of Infrastructure Services in capital works budgeting, planning and other concerns regarding future municipal servicing.
9. Performs other duties as assigned by the Director of Infrastructure Services.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

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. Completion of courses or certification in project management, contract administration, and public works inspection.
6. Experience with procurement will be considered an asset.
7. Proficiency using Microsoft office programs, including Word, Excel, Outlook, and Project.
8. Valid B.C. Class 5 Driver's license.

SUMMARY OF KEY COMPETENCIES AND 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 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.

REPORTING RELATIONSHIPS

Reports to the Director of Infrastructure Services.