



TOWN OF GIBSONS

JOB POSTING

POSITION: Capital Project Coordinator
DEPARTMENT: Infrastructure Services
REPORTS TO: Director, Infrastructure Services
HOURS OF WORK: 37.5 hours per week
EMPLOYEE GROUP: Bargaining Unit
CLOSING DATE: Open until filled
HOURLY RATE: \$41.61 per hour*
POSTING: P#2022-07

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

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.

Reporting to the Director of Infrastructure Services, the Capital Project Coordinator plays an integral role within the Engineering team. The Capital Project Coordinator oversees the planning, tendering, implementation, and supervision of construction for capital projects within the Town of Gibsons which range from minor capital renovations to major asset replacement.

The successful candidate will bring robust project management experience and a solid understanding of municipal infrastructure including transportation, water, sanitary sewer, and drainage. The Capital Project Coordinator will perform a range of engineering and project management work including design review, specifications, document preparation, contract administration, budgetary oversight, cost estimates, scheduling, project analyses, inspections, and reporting.

Please review the full job description which includes the required qualifications and experience for this position at gibsons.ca/employment.

**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.*

How To Apply

Interested candidates who meet the required qualifications for this role, are encouraged to submit their applications promptly via email to hr@gibsons.ca.

TOWN OF GIBSONS

"Nature is our most valuable asset"

