



PROJECT COORDINATOR- FACILITIES

The District of North Vancouver is currently recruiting for the newly created one year temporary position of Project Coordinator-Facilities within its Engineering Division. You will have a significant role in implementing a wide variety of projects and initiatives related to the organization's building assets.

You will have strong communication and organizational skills balanced with sound knowledge of building systems and demonstrated experience in the construction industry. You're the kind of person who thrives in a small dynamic team environment, where problem-solving skills and initiative are valued.

You will take the lead role in coordinating and implementing small to mid-sized facilities construction/repair projects and will support a project manager with the coordination of large projects. Work will include developing project scopes, schedules and budgets; monitoring work progress and project costs; performing site inspections; and providing direction and assistance to a variety of project team members and stakeholders.

You will also participate in the implementation and maintenance of systems, policies, templates and procedures; provide assistance and input on capital budgets and long-term plans, and prepare and maintain a variety of reports, records and related documents.

You will have a diploma in civil engineering, architectural sciences, building technology or related field, including or supplemented by courses in project management, plus a minimum of two years' related experience; OR an equivalent combination of training and experience.

To thrive in this position your competencies and skills in the following areas would be vital:

- Communication •Critical Thinking •Multi-tasking •Construction •Project Management

The hourly pay range for this unionized position is \$32.63 - \$38.52 per hour (2015 rates) and is based on 35-hour workweek. This position offers a comprehensive benefits package, along with a compressed work week.

If you enjoy working in a fast paced environment we would love to hear from you. Please apply online at dnv.org/careers. This competition will be kept opened until filled.

We appreciate your interest in this position and advise that only those candidates invited for an interview will be contacted.