

Stretching from Deep Cove in the east to the Capilano River Canyon in the west, the District of North Vancouver is characterized by innovative municipal government that maintains and enhances the quality of life for its residents and businesses. Fuelled by the District's award-winning vision to build vibrant and sustainable communities for people of all ages and backgrounds, the District offers exciting professional development opportunities and an excellent total compensation package. A flexible, family-friendly employer with an inclusive work place culture, we are looking to fill this position. Come work for one of **BC's Top Employers** and contribute to making this a great place to work!

We have a full-time opportunity available within our Engineering, Parks and Facilities Division for a Project Coordinator – Facilities. The successful candidate will play 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 initiatives 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 **\$34.29 - \$40.48 per hour** and is based on 35-hour work week (2018 rates). 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 with your cover letter and resume at www.dnv.org/careers by November 18, 2018.

We thank you for your interest in employment with the District of North Vancouver and advise that only those shortlisted for an interview will be contacted.