

If you are civic minded and interested in making an impact on people and businesses on the beautiful North Shore, consider working for the District of North Vancouver.

Home to vast parkland and attractions including Grouse Mountain, Lynn Canyon and Capilano Suspension Bridge, the District is inspired by nature, and enriched by people. The District offers exciting professional development opportunities and a competitive total compensation package. We are a flexible, family-friendly employer with a compressed work week program (9-day fortnight) and an inclusive work-place culture. This is an exciting time to join the District, as we embark on a range of initiatives to transform digital service delivery, customer experience, and our approach to climate action.

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 building industry and related software systems. You are 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 maintaining building database systems and spreadsheets used for capital and maintenance planning. 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.

In addition, the role will involve implementing small to mid-sized building renewal 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 have a degree or diploma in engineering, architectural sciences, building technology or a related field, plus a minimum of two years’ related experience; OR an equivalent combination of training and experience. Experience with the use of project management software, capital and maintenance planning systems, and databases would be considered an asset. A valid Class 5 BC Driver’s Licence is required.

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

- Communication •Critical Thinking •Organizational •Analytical •Problem Solving

The hourly pay range for this unionized position is \$35.68 - \$42.12 per hour, based on 35-hour work week (2020 rates). If you are interested in this position and have a passion to serve people and the community, we would like to hear from you. Please apply online with your cover letter and resume at <https://careers.dnv.org> by **January 24, 2021**.

We wish to thank you for your interest in employment with the District of North Vancouver and advise that only shortlisted applicants will be contacted.