

CAPITAL PROJECTS COORDINATOR, FACILITY SERVICES

EXEMPT OR UNION: Union
SALARY LEVEL: Under Review
LOCATION: Field Road, Sunshine Coast Arena
APPROVED BY: GM, Community Services

DEPARTMENT: Community Services
DIVISION: Facility Services
SUPERVISOR: Manager, Facility Services
UPDATED: May 2026

Replaces: N/A New Position

Previous Version: N/A

POSITION SUMMARY: Under the general direction of the Manager, Facility Services, the Capital Projects Coordinator, Facility Services performs a range of tasks including project management work and activities, coordination and oversight of design, tender and construction processes of facility projects, within the Facility Services Division of the Community Services Department.

KEY RESPONSIBILITIES include:

1. Coordinates and delivers facility projects end-to-end, overseeing the design, tendering, and construction phases from inception through completion.
2. Performs a range of project management work including design preparation and review, document preparation, specifications, contract administration and management, budgetary oversight, cost estimates, scheduling, project analyses, inspections, and associated reporting.
3. Provides general technical support to the Manager, Capital Projects, Community Services, and other SCRD divisions.
4. Participates in the administration of the division, including such activities as development of capital and operating budgets and future planning.
5. Provides work guidance and reviews performance of non-direct reports, occasionally.

TYPICAL ACTIVITIES include:

1. Provides project management oversight for multiple selected capital and operating 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, collaborating with other staff on difficult, complex, or highly unusual matters or decisions, and providing technical work guidance/information sharing with other staff, as required.
3. Ensures the SCRD standards, standard operating procedures, and policies are upheld by providing direction and guidance to contractors, outside agencies, developers and other members of the public.
4. Assists the Manager, Capital Projects, Community Services, in assessing, evaluating, and incorporating technical requirements to make informed decisions regarding infrastructure construction.
5. Acts as the liaison with contractors, consultants, and staff to investigate operating, construction, and design issues to determine effective solutions.
6. Prepares procurement documents, reports for Board or senior staff and produces other similar

documents.

7. Coordinates capital and operating projects, preparing contracts, project, and financial documents to ensure work is completed on time and within budget. .
8. Collaborates with contractors, engineers, environmental specialists, and other stakeholders while communicating project progress effectively to ensure Facility Services projects meet regulatory and safety standards.
9. Assists the Manager, Capital Projects, Community Services, in capital works budgeting, planning and other related matters regarding future servicing.
10. Performs other duties as assigned by the Manager, Capital Projects, Community Services, including but not limited to providing project management support to other divisional managers.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Grade 12 or equivalent.
- Completion of a Building Science or Civil Engineering Technologist diploma from a recognized institute with preference given to a degree.
- Accredited, or eligible for certification, as an Applied Science Technologist in the field of Architectural and Building Construction Technology.
- Five (5) Years' experience in building construction, contract administration, project management, or other similar work.
- Project Management Certification would be considered an asset.
- Valid B.C. Class 5 Driver's license and ability to travel to different job sites.

OTHER SKILLS/KNOWLEDGE

- Knowledge of building systems, such as mechanical, electrical, plumbing, structural and building automation.
- Ability to read and interpret blueprints, schematics, and technical drawings.
- Familiarity with regulations and permits related to building construction.
- Familiarity with municipal procurement and regulations.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, bylaws and policies.
- Advanced level of proficiency in the operation of Microsoft office software and CAD software, such AutoCAD.
- 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.
- Effective written and oral communication skills; specifically in writing including letters, report writing, and presentations.
- Effective interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts and stakeholders.
- Effective analytical and research skills with the ability to use sound judgment to resolve unusual or problem situations.
- Ability to facilitate meetings, to interact and tactfully negotiate contract work change directives, and to interact effectively with contractors over matters such as scope of work changes that may arise.