

CAPITAL PROJECTS COORDINATOR, PARKS INFRASTRUCTURE

EXEMPT OR UNION: Union

SALARY LEVEL: Under Review

LOCATION: TBD

APPROVED BY: GM, Community Services

DEPARTMENT: Community Services

DIVISION: Capital Projects

SUPERVISOR: Manager, Capital Projects, CS

UPDATED: May 2026

Replaces: NEW

POSITION SUMMARY

Under the general direction of the Manager, Capital Projects, Community Services, the Capital Projects Coordinator, Parks Infrastructure performs a range of tasks including supporting parks infrastructure, operations, project management work and activities, coordination and oversight of design, tender and construction processes, primarily within the Parks Division within the Community Services Department.

KEY RESPONSIBILITIES include:

1. Supports the day-to-day operations of SCRD parks including contract management, work planning, capital projects and minor repair and maintenance projects.
2. Coordinates and oversees the design, tender, construction and delivery of projects.
3. 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.
4. Participates in the administration of the division, including such activities as development of capital and operating budgets and future planning.
5. Provides general technical support to the Manager, Capital Projects, Community Services, and other SCRD divisions.

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. Assists the Manager, Capital Projects, Community Services, in preparing procurement documents, prepares 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 Parks 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 engineering support to other divisional managers.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Grade 12 or equivalent.
- Completion of a Civil Engineering Technologist Diploma from a recognized institute with preference given to a degree.
- Accredited, or eligible for certification in a relevant professional association (eg. Applied Science Technologist in the field of Civil Engineering Technology.
- Five (5) Years' experience in landscape, parks and recreation infrastructure construction and maintenance, civil 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 materials used in parks construction, such as concrete, timber, steel and their interaction with coastal environments.
- Knowledge of BC environmental regulations, permitting processes, and indigenous consultation considerations
- Ability to read and interpret blueprints, schematics, and technical drawings.
- Familiarity with environmental regulations and permits related to parks infrastructure construction.
- 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 graphics/mapping and modelling software, such as ESRI, GIS and 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.