

Greater Vancouver Regional District

Position Description:

CAPITAL WORKS AND CONSTRUCTION COORDINATOR (G759) April 2004

Purpose: Reporting to the Construction Superintendent, the incumbent will provide technical coordination and supervision to ensure timely and cost effective completion of construction projects undertaken by the Construction Division of the Engineering and Construction Department. This position will arrange, administer and oversee quality control for all aspects of in-house construction projects and provide technical assistance to Construction supervisors, foremen, engineering and technical staff. This position includes direct supervision of technical staff.

Duties: *(The duties described hereunder are intended to be representative of the position and are not to be considered all inclusive.)*

Ensure all workmanship and material is in accordance with design drawings and specifications.

Responsible for planning, organizing, coordinating and scheduling of work for in-house construction projects.

Assist staff with project safety guidelines and development of project safety documentation.

Arrange for, and administer the acquisition of, construction materials and equipment (with support from the Purchasing Department).

Arrange inspection as required.

Develop and administer tender documents for construction materials, equipment and services.

Develop "Engineer's Estimate" for water and sewer construction projects.

Prepare cost estimates for construction projects and implement cost control.

Prepare and submit "record" drawings.

Prepare and process various permit applications.

Coordinate the implementation of an Environmental Management Program.

Supervise technical staff.

Requirements:

Graduation from an Institute of Technology Diploma Program (2 years) in Construction or Engineering technology with a minimum of 10 years related experience in municipal construction or equivalent combination of training and related work experience.

Formal training in record keeping and computer software such as MS Project, MS Office and other related software.

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Supplementary courses in surveying, construction technology, water and sewer works, drafting, welding, corrosion protection, report writing, cost estimating and supervisory skills will be considered an asset.

Demonstrate ability to maintain effective working relationships with a variety of internal and external contacts.

Strong interpersonal skills combined with the ability to communicate well both orally and in writing.

Sound knowledge of Corporate Safety and WCB regulations.

Excellent knowledge of GVRD corporate contracting and purchasing policies.

Sound knowledge and interpretation of contract law.

Demonstrate a willingness and ability to undertake additional training relating to the duties of the position.

Current BC Driver's license.

Able to obtain a Heath Certificate for Watershed entry.

Membership or eligibility for membership as a Technologist or Technician with the Association of Applied Science Technologists and Technicians of BC.