

## EMPLOYMENT OPPORTUNITY

# Project Coordinator

Temporary Full-Time | External  
Capital Project Delivery  
Competition No.: 2025-1004



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)

### SKILLS & ABILITIES

- Technical knowledge in Computer Automated Drafting, word processing, spreadsheets, and database software.
- Solid understanding of typical heavy construction material, installation and inspection methods and procedures.
- Good interpersonal skills with the ability to deal with the public.
- Excellent written and verbal communication skills.

### APPLICATION DETAILS

To apply for this position, send your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1004 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:  
4:00 pm, on February 4, 2025.**

*Date Posted: January 21, 2025*

*A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.*



### ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Project Coordinator with the Capital Project Delivery department. Under the general direction of the Manager, Capital Project Delivery, the Project Coordinator reviews, monitors, administers, and coordinates the construction of major engineering projects, and other construction works within the Regional District of Nanaimo (RDN). This position will be based at the French Creek Pollution Control Centre (FCPCC) working on the FCPCC [Expansion and Odour Control Upgrade Project](#).

### QUALIFICATIONS

Technical diploma or degree in a related field plus 3 - 5 years prior job-related experience coordinating capital projects, ideally in a local government or related environment. Eligibility for registration as, at minimum, a C.Tech. with Applied Science Technologists & Technicians of BC (ASTTBC); or eligibility for registration as, at minimum, an EIT with Engineers and Geoscientists BC (EGBC).

### POSITION DETAILS

This is a temporary full-time (40 hours per week) union position until December 31, 2027. The (2024) rate of pay is \$42.37 to \$44.60, plus 12.4% in lieu of benefits including vacation and statutory holidays. *Job Classification under review.*

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted*

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**Project Coordinator**  
**Capital Project Delivery**  
Pay Band 14

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**Job Summary**

Under the general direction of the Manager, Capital Project Delivery, the Project Coordinator reviews, monitors, administers, and coordinates the construction of major engineering projects, and other construction works within the Regional District of Nanaimo (RDN).

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**Primary Duties and Responsibilities**

- Inspects and monitors construction of RDN owned projects.
- Ensures compliance with design drawings, standards, specifications, bylaws, policies, contractual and property conditions, and senior government approvals.
- Coordinates contractors' activities with operations staff, ensures that activities are planned to minimize disruption to plant operation, ensures that project activities are clearly communicated.
- Directs surveyors, pipe inspection contractors, material testing contractors and engineering consultants who provide specialized testing, inspection, environmental or other project related engineering services.
- Identifies deficiencies and/or non-conformance with the design drawings and appropriate standards, specifications and regulations. Provides direction for remedial action as required and informs all relevant parties to the project.
- Provides field and administrative support and assistance to the Manager, Capital Project Delivery and to Project Engineers as directed.
- Records activities and pertinent construction data by completing detailed daily progress and inspection reports and by maintaining a concise daily diary.
- Compiles photo and video records of the construction site as required.
- Compiles and reports accurate construction information obtained from site inspections and surveys.
- Updates as-constructed information on the design drawings when required.
- Assists in the selection and administration of contracts, including the coordination and supervision of consultants and/or contractors.
- Prepares project quantities for tenders and provides monthly estimates of the final project quantities during construction.
- Reviews progress draws and change orders for approval.
- Monitors project budget and costs and estimates the final project costs with each progress draw. Identifies and recommends solutions to keep the project within budget.
- Assists engineering consultants with investigation of existing utilities and provides practical construction input to designs.
- Prior to tender, ensures construction design drawings meet the requirements of the RDN's appropriate standards, specifications, bylaws, regulations and policies.
- Prepares written reports to Manager, Capital Projects Delivery, and to Project Engineers as required.
- Reviews, adheres to, and reinforces the adherence to safe work practices in the workplace and generally promotes a safe work environment.
- Performs other related duties, as required.

## Job Qualifications

### Education/Experience

- Technical diploma or degree in a related field
- 3 - 5 years prior job-related experience
- Eligibility for registration as, at minimum, a C.Tech. with ASTTBC, or
- Eligibility for registration as, at minimum, an EIT with EGBC

### Skills/Abilities

- Technical knowledge in Computer Automated Drafting, word processing, spreadsheets, and database software.
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## Reporting Relationship

Reports to:     Manager, Capital Project Delivery