

Job Title: Project Management Coordinator Student (Solid Waste)		Pay Grade: 9 as per collective agreement
Department: Engineering Services		Reports To: Senior Manager of CSWM
JJE Maintenance Review Date: N/A	Content Last Updated: January 2024	Position(s) supervised: N/A

JOB SUMMARY

Under the direction and guidance of the Senior Manager of Comox Strathcona Waste Management (CSWM) service, the Project Management Coordinator Student (Coordinator) provides technical support to the Engineering Services department with respect to capital project implementation. This will include daily construction site visits, attending bi-weekly construction meetings, documenting construction progress and noting any non-compliance. The Coordinator will participate in various public and/or stakeholder meetings, researching and preparing reports.

MAJOR DUTIES AND RESPONSIBILITIES

1. Under the direction and guidance of the Senior Manager of CSWM, or designate, provides technical engineering analysis and guidance for CSWM on various capital projects and issues including project scoping and reviewing available technical details and data.
2. Conducts technical assessments, studies, and research regarding a variety of operational matters; obtains professional advice as directed.
3. Conducts onsite construction inspections for CSWM capital projects, primarily at the Comox Valley and Campbell River Waste Management Centres. Compiles inspection reports summarizing relevant data from onsite inspections and photo documentation.
4. Prepares written and verbal reports, plans and correspondence, and provides advice on various capital project issues as required for senior management.
5. As part of a team, prepares displays, presents materials and coordinates for professionals, public/community meetings, workshops and open houses as needed to address various service matters.
6. Develops tools to support tracking of initiatives through project management body of knowledge principles and their application to projects.
7. Undertakes a variety of other assigned duties and projects as required.

REQUIRED EDUCATION AND EXPERIENCE *(or equivalent combination)*

- Must be enrolled in a relevant four year degree program from an accredited university, completed a minimum of one year of full-time studies, and returning to studies upon completion of the work term.
- Over four months of relevant work experience preferably in local government or an environmental field.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Possession of a valid BC Class 5 driver's license

PREFERRED QUALIFICATIONS

- Experience and depth with business issues including financial acumen and the ability to utilize project management tools in addressing business challenges within the engineering department.

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Possess comprehensive knowledge of engineering principles, terminology, practices and techniques.
- Ability to read, understand, analyze and interpret technical literature, plans, specifications, reports, maps, graphs, and legal opinions.
- Ability to prepare technical engineering and scientific analysis reports and make recommendations on technical matters to senior staff.
- Advanced level communications skills to provide effective messaging to the community, consultants, contractors and internal clients (both written and oral).
- Knowledge of project and contract management principals.
- Demonstrated advanced level skills with Microsoft Office Suite, with emphasis on presentations and word processing. Strong utilization skills with Adobe Acrobat, web utilization skills and SharePoint applications
- Excellent time management skills with the ability to successfully plan, prioritize, organize, coordinate and complete multiple projects and assignments.

EMPLOYEE SIGNATURE

This is to certify that I have read this job description:

Print Name

Signature

Date