

Job Title:	Project Coordinator, Capital Projects	Job Level:	Employee
Division/Department:	Asset Management/Infrastructure	Job Band / Group:	Group 9
Supervisor Title:	Program Manager	Supervisor Job #:	1798/1074/1089
VSS or CRC Required:	CRC		

ORGANIZATIONAL DESCRIPTION

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

JOB OVERVIEW

The Project Coordinator is responsible for working collaboratively with Project Manager(s) to coordinate activities of transit infrastructure project(s) that ensure achievement of cost, schedule, scope, document control, and quality standards requirements. Under the direction of one or more Project Managers, the Project Coordinator will perform tasks that range in complexity, including schedule and risk management, maintaining project documentation, project financials and reporting, contract & task administration, and project status updates.

You will need to be highly organized, adaptable, and able to prioritize tasks in a deadline-driven environment. You will work both independently and as part of a collaborative team.

Some travel will be required.

ACCOUNTABILITIES

- Coordinate activities throughout the initiation, planning, execution, control and close-out phases of the project life-cycle
- Complete and maintain comprehensive project documentation, plans and reports for communication to internal and external stakeholders
- Create, monitor and update project plans and control documents consistent with the PMBOK (Project Management Body of Knowledge), informing the Project Manager of developments
- Assist the Project Manager in preparing and executing project work plans
- Collaborate with the Project Manager to prepare project reporting (work completion reports, capital progress reports, and BC Transit Board reporting materials)
- Facilitate collaboration with internal and external stakeholders to establish project requirements and develop technical specifications
- Collaborate with the Project Manager to prepare procurement documents (RFP, ITQ, RFQ, etc), and support the evaluations that lead to supplier selection
- Prepare contract change orders and obtain signatures from contract managing authorities
- Initiate and maintain regular and constructive communications with BC Transit personnel, local government employees, suppliers, external partners, stakeholders and contractors to ensure achievement of project deliverables
- Monitor and update the project risk register, including proactively taking action to resolve issues with project stakeholders as delegated by the Project Manager
- Organize and facilitate project working groups that engage multiple internal and external stakeholders

- Monitor budgets, prepare invoices for approval, track, file and record invoicing in budget documents, and update financial forecasts
- Monitor and coordinate the work of contractors
- Collaborate with the Project Manager to conduct lessons learned sessions following project implementation and synthesize what was heard into lessons learned actions
- As assigned, facilitate the development and implementation of departmental process improvements to a schedule
- Complete administrative tasks that can impact project success factors such as and not limited to: plan and schedule meetings, prepare meeting minutes, track and follow up on action items, manage calendars, arrange travel plans, order and receive project documents and materials, and submit time sensitive applications for construction permits with city officials
- Manage adherence of digital project records to a standard folder structure
- Performs related duties as assigned

QUALIFICATIONS

EDUCATION

- Post-secondary degree or diploma in business, engineering or architecture, or educational equivalent/work experience
- Certified Associate in Project Management (CAPM) designation preferred

EXPERIENCE

- Three (3) years' experience assisting complex construction or transportation projects is required
- Fundamental knowledge of, and comfort with commercial facilities construction including an understanding of the major building components and systems; knowledge of zoning and permit requirements, CCDC contracts, and other requirements related to commercial facility construction
- Experience coordinating projects and/or project components
- Strong financial administrative skills, including cash-flow tracking and forecasting
- Proven ability to collaborate, engage, and satisfy the needs of multiple stakeholders
- Exceptional communication and interpersonal skills
- Keen attention to detail and an aptitude for problem solving
- Able to proactively address potential issues
- Excellent computer skills, including Microsoft Word, Excel, Project, Visio and PowerPoint
- Confident communicator able to present work, share effectively in both in person and using virtual meeting platforms
- Able to work independently with little supervision, manage their assigned workload, and know intuitively when and how often to report on progress
- Outstanding organizational skills and ability to prioritize, deliver and close out tasks
- Able to thrive in a high-volume, deadline-driven work environment

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Transit Operations or large operation systems is an asset
- Experience with IT systems, data management, and reporting
- Effective Change Management skills
- Project Management experience is an asset
- Experience in Technical Writing
- Lean and/or Six Sigma knowledge an asset
- Excellent customer service skills
- Interpersonal skills with proven ability to collaborate with multiple stakeholders in cross-departmental projects

- Flexible availability to meet the departmental requirements needed to understand the system as a whole

WILLINGESS STATEMENTS

- A combination of in office and remote work is to be expected
- This position requires the completion of a Criminal Record Check and/or Vulnerable Sector Search
- Travel may be required

BEHAVIOURAL COMPETENCIES

- **Occupational Health and Safety Knowledge** - Applies knowledge of occupational health and safety principles and practices at BC Transit and the transportation industry.
- **Planning and Prioritization** - Proactively plans and organizes work activities and priorities; manages several tasks at once.
- **Accountability** - Assumes responsibility for successfully accomplishing work goals and objectives and consistently delivering results
- **Interpersonal Relationships** - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, show understanding, courtesy, tact, empathy and politeness.
- **Adaptability** - Adapts quickly to change and easily considers new approaches.
- **Technical Knowledge and Adaptability** - Applies and acquires new knowledge and skills including new and emerging trends or information in the industry
- **Collaboration** - Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.
- **Communication** - Utilizes strong verbal and written skills to communicate to diverse audiences; communicates respectfully, clearly and accurately in a timely manner; recognizes and responds to cultural differences; listens actively and asks questions to understand viewpoints of others.

VSS or CRC Required:

CRC