

Position Identification			 MOVEMENT OF UNITED PROFESSIONALS
Position Title	Project Coordinator, Capital Projects		
Position Replaces	N/A		
Position Level	Employee	Position Code	1929, 1863, 1758, 1479
Pay Group	Group 9	Date (last revised)	Sept-24
Supervisor Title	Program Manager, Low Carbon and On-Street Infrastructure	Sup. Position Code	1074, 1798, 1879, 1802, 1796
Additional Requirement	N/A	N/A	
Division	Asset Management	Flexible Work Arrangement	Flexible Work

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.

Our Mission: Delivering transportation services you can rely on

Department Summary

The Project Delivery Department of the Asset Management Division is responsible to plan and deliver capital projects that introduce new or upgrade existing infrastructure and fleet assets of the organization. Project management resources are allocated to teams that provide centres of expertise for asset classes including Fleet, Facilities, and Low Carbon and On-Street Infrastructure.

Job Overview

Reporting to either Program Managers or Senior Project Managers, the Project Coordinator, Capital Projects 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 and autonomy, including schedule and risk management, creating and maintaining project documentation, project financials and reporting, contract & task administration, and project status updates.

Key Accountabilities and Expectations

Key Accountability	Expectation
Project Management	• Coordinate activities throughout the initiation, planning, execution, control and close-out phases of the project life cycle • Drafting comprehensive project documentation, plans, schedules and reports for communication to internal and external stakeholders • Create, monitor, and update comprehensive project documentation, plans and control reports, ensuring alignment with the PMBOK (Project Management Body of Knowledge) standards for effective communication to internal and external stakeholders • Assist the Project Manager in preparing and executing project work plans • Prepare and provide the Project Manager with project reporting (work completion reports, capital progress reports, and BC Transit Board reporting materials) • Evaluate and communicate important information from construction drawings to the appropriate stakeholders. Observe, communicate and coordinate the work of contractors to other project team members.
Procurement	• Facilitate collaboration with internal and external stakeholders in order to establish project requirements and develop technical specifications • Participates in procurement processes, supporting the drafting of procurement documents (RFP, ITQ, RFQ, etc.) and the evaluations. • Process contract change orders based on contract conditions and distribute to the relevant signing authorities. Circulate contract amendments to internal and external stakeholders
Communication	• Initiate and maintain regular communications with BC Transit personnel, local government employees, suppliers, external partners, stakeholders, and contractors to facilitate the project deliverables, following appropriate approval process • Contribute to, monitor, and update the project risk register, including proactively taking action to resolve issues with project stakeholders as delegated by the Project Manager • Liaise with different working groups composed of multiple internal and external stakeholders to document consensus on behalf of the project • Engage internal and external project stakeholders at appropriate stage gates of project • Participate in and document lessons learned sessions throughout project life cycle and synthesize what was heard into actionable records

Process/Procedures	• Facilitate the development and implementation of departmental process improvements and edit or propose new processes as organization changes occur • Supports the monitoring of the contractor's adherence with the Health and Safety program to BC Transit standards in conjunction with Health and Safety department
Budgeting	• Assess the impact of project risks to project forecasting • Ensure the accuracy of financial documentation to identify issues and ensure proper reporting processes • Monitor project budgets, prepare invoices for approval, track, file, record invoicing in budget documentations, and update financial forecasts. Process invoices including review of Certificate of Payments, ensure payments are completed in a timely manner, and contractors are paid within contract terms
Administrative Duties	• Perform key administrative tasks that contribute to project success, including planning and scheduling meetings, preparing meeting minutes, tracking and following up on action items, managing calendars, arranging travel, ordering project materials, and submitting time sensitive construction permit applications to city officials • Manage adherence of digital project records to a standard folder structure
Additional Duties	• Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies

Education	• Post secondary diploma in business, engineering or architecture or a related field • Certified Project Management Professional (PMP) designation or Certified Associate in Project Management (CAPM) designation is an asset.
Experience	• Three (3) years related experience assisting 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; construction contracts, and other requirements related to commercial facility construction. • Experience coordinating projects and/or project components. • Experience with IT systems, data management, and reporting. • Project Management experience is an asset. • Experience in Technical Writing. • Expected to have high level of excel knowledge and be able to problem solve complex equations. • Knowledge of Transit Operations or large operation systems is an asset. • Lean and/or Six Sigma knowledge an asset. • An equivalent combination of education and experience may be considered.
Key job-specific competencies	• Strong financial administrative skills, including cash-flow tracking and forecasting. • Exceptional communication and interpersonal skills. • Attention to detail and an aptitude for problem solving. • Able to proactively address potential issues and refine standards. • Proficient computer skills, including Microsoft 365 Suite and Visio. • Ability to present work, share effectively in both in person and using virtual meeting platforms. • Able to work independently with little supervision and as part of a collaborative team, manage their assigned workload, and understand when and how to report on progress. • Strong organizational and time management skills, with the ability to manage and prioritize multiple tasks simultaneously in a deadline-driven work environment • Knowledge of Transit Operations or large operation systems is an asset. • Effective Change Management skills.
Willingness Statement	• Some province wide travel (1-to-2-day trips quarterly) will be required. • Able to work on construction sites requiring PPE, as needed.

