



## Live where you work

### Capital Projects Coordinator

Majestic mountains, the rugged West Coast Trail, serene lakes and one of the world's tallest free-standing timber rail trestles all lie in the picturesque Cowichan Valley on Vancouver Island. Close to major population centres in Victoria, Nanaimo, and Vancouver, the region enjoys an inviting network of unique communities and landscapes and a wealth of cultural and recreational opportunities. The Cowichan Valley Regional District (CVRD) provides a wide range of local government services to a population of 80,000, located within its 4 distinct municipalities and 9 electoral areas.

The CVRD invites applications for the full time exempt position of **Capital Projects Coordinator**. Reporting to the Manager, Facilities and Transit Division, the Capital Projects Coordinator is responsible for the planning, implementation and coordination of capital projects, ranging from minor capital renovations to major asset replacement, researching and implementing energy saving initiatives, as well as ensuring the facilities are adhering to preventative maintenance standards and operating procedures.

The successful candidate will hold a diploma in Building Science and have a minimum of 5 years of progressively responsible related experience, including supervisory experience, in construction/project management, preferably in a regional district setting. Training and/or experience in facilities management, arena refrigeration, HVAC, building maintenance, asset management, and project management is preferred. An equivalent combination of education, training, and experience may be considered.

The Capital Projects Coordinator serves as project coordinator for capital projects and asset replacement for assigned CVRD facilities, currently including:

- 175 Ingram Street Administration Head Office
- Cowichan Community Centre
- Kerry Park Recreation Centre
- Shawnigan Lake Community Centre
- Cowichan Lake Sports Arena and 4 community halls located in the Cowichan Lake area

Applicants must have the proven ability to effectively monitor capital budgets and expenditures for projects ranging in value from \$50K to \$1.5M.

This is a regular full time exempt position that works 35 hours per week, Monday to Friday. The successful applicant must be available to work evenings and weekends when operationally required.

The CVRD provides a competitive compensation and benefits plan, commensurate with experience. A detailed job description, outlining the required qualifications and responsibilities, can be found at <https://www.cvr.bc.ca/jobs>

If you are looking for a challenging and rewarding career, we are interested in hearing from you. Please forward your resume and cover letter, confirming how your education and experience meets the requirements of this position, quoting Competition **FT20011-E before 4:30 p.m. on February 3, 2020**, to the Human Resources Division at [hr@cvrd.bc.ca](mailto:hr@cvrd.bc.ca) in either MSWord or pdf format, or to 175 Ingram Street, DUNCAN BC V9L 1N8, or by fax to 250.746.2522.

*The CVRD would like to thank all applicants. Please note that only those selected for an interview will be contacted.*