



**COWICHAN VALLEY  
REGIONAL DISTRICT**

**JOB DESCRIPTION  
May 2024**

<b>Position Category:</b>	<b>Capital Projects Coordinator – Parks &amp; Trails</b>
<b>Department:</b>	<b>Operations</b>
<b>Division:</b>	<b>Parks &amp; Trails</b>
<b>Section:</b>	<b>Operations</b>
<b>Reference:</b>	<b>Union – CUPE 358</b>

**General Accountability & Purpose of the Job:**

Reporting to the Manager, Parks Operations, the Capital Projects Coordinator – Parks & Trails is responsible for the planning, implementation and coordination of parks and trails capital projects, ranging from minor capital renovations to major asset replacement. The Capital Projects Coordinator – Parks & Trails also ensures the parks and trails infrastructure adheres to the asset management plan and preventative maintenance standards and operating procedures.

**Typical Job Duties:**

- a. Responsible for planning, implementing, and coordinating major and minor capital construction projects and asset replacement under the community and regional parks and trails programs.
- b. Serves as project coordinator for capital projects and asset replacement. Prepares terms of reference, preliminary and final design reviews, cost estimates and project specifications; assists in the procurement process; identifies and obtains required approvals and authority for undertaking construction projects; and develops and oversees project budgets.
- c. Retains and manages assigned staff, volunteers, professional and technical consultants and contractors engaged in various aspects of parks and trails construction projects. Makes time sensitive decisions to guide or direct work of consultants, contractors and assigned staff.
- d. Ensures projects adhere to the CVRD's Capital Asset Management Plan, and maintains an ongoing capital asset replacement schedule, applying industry-accepted life-cycle costing for parks and trails structures and facilities; takes into consideration Municipal Insurance Association of BC (MIABC) checklists, risk management best practices, WorkSafeBC guidelines and Occupational Health and Safety regulations, CVRD policies and procedures, and any other relevant regulations and bylaws.
- e. Develops and updates the annual and 5-year capital project schedules for the community and regional parks and trails programs.
- f. Provides technical and budgeting input to Divisional planning of new parks and trails amenities and facilities.
- g. Develops capital construction project procedures and methodologies for parks and trails project implementation.
- h. Prepares in-house designs and drawings for non-technical capital projects.
- i. Responsible for applying for, or supporting cooperative applications for, infrastructure and other grant funding programs.
- j. Prepares and presents reports to diverse groups of stakeholders, including CVRD committees, commissions, Board, and provincial agencies.
- k. Participates in site meetings with contractors/consultants, land owners, public officials, and CVRD management on matters related to capital projects.
- l. Any other related duties or tasks as assigned.

**Organizational Relationship:**

The Capital Projects Coordinator - Parks & Trails reports to the Manager, Parks Operations.

## **Qualifications:**

### Education/Training

Degree in Landscape Architecture/Design, Civil Engineering, Project and/or Construction Management, or a related field.

### Experience

A minimum of six (6) years of progressive experience in landscape/parks related construction management

A minimum of six (6) years of progressive in project management, preferably in a local government setting, involving new construction and renovation work, retaining and coordinating applicable professional services inclusive of civil and structural engineering, environmental assessment, geotechnical engineering assessment, architectural and landscape design and coordinating associated regulatory approval processes

Supervisory experience in the area of construction/project management is required

Related experience in asset management is preferred

### Occupational Certification

Class 5 BC Driver's License

First Aid Level 1 with CPR

WHMIS Certificate– provided by the employer

Project Management Certificate is preferred

An equivalent combination of education, training, and experience may be considered.

### Knowledge

Knowledge of landscape design and construction standards, principles and methods of park and trail development techniques and standards

Knowledge of public park and trail facilities design and construction, inclusive of pedestrian bridges, boat launches, wooden piers, docks, floats, washrooms, picnic shelters, boardwalks, parking lots, walkways, potable water and wastewater systems

Knowledge of civil, environmental, structural and geotechnical engineering assessment, design and associated regulatory approval components involving parks and trails works within marine, freshwater aquatic, riparian and upland environments. General knowledge of building construction and renovation inclusive of electrical, plumbing, mechanical, foundation, structural, and building envelope

Knowledge of the principles, policies, methods and objectives of park construction, maintenance and operations

Knowledge of project management, construction management and contract/consultant management techniques

Knowledge of cost estimating, project cost tracking methodologies/tools and sound budgeting practices

General knowledge of public sector procurement, industry standard public purchasing contract forms, the tendering process and other competition bid processes

Knowledge of applicable laws, bylaws, regulations, agreements, procedures, WorkSafeBC requirements, risk management best practices, environmental regulatory approval procedures and provincial building codes as they relate to construction design, renovation, maintenance and repair of parks and trails capital projects

### Skills & Abilities

Ability to prioritize, plan and implement multiple construction projects of varying complexity and time schedules on time and within budget

Ability to efficiently direct/supervise contractors, technical consultants and assigned staff in the completion of capital construction projects

Ability to develop and monitor capital project budgets and expenditures

A problem-solver with a demonstrated ability to be self-directed and results orientated

Ability to communicate effectively verbally and through written materials, including staff reports, presentations, advertisements, contract documents and letters

Ability to work independently and as a team leader/member

Ability to establish and maintain courteous, tactful, diplomatic working relationships with other employees, volunteers, parks commissions, directors and the general public

Ability to understand and apply laws, regulations, agreements and procedures as appropriate

Proficient in Microsoft Office Suite