

The City of Grand Forks – Job Posting

Position Title: Project Coordinator
Department: Flood Mitigation Program
Position Type: One-Year Term, Exempt

The City of Grand Forks is seeking an individual for the position of Project Coordinator. This is a full-time one-year term position with the potential for a term extension and offers a competitive salary including compensation in lieu of employer-provided benefits. While on-site work is preferred, a hybrid remote work arrangement would be considered.

The City of Grand Forks is seeking a Project Coordinator to aid in the successful completion of a large and unique Flood Mitigation Program (FMP) over the next year. This program is delivering a series of Flood Mitigation Structures (dikes, flood walls, etc.), associated municipal infrastructure (underground services), and environmental and riparian offsetting projects over the Program's lifecycle.

This unique and exciting opportunity is ideally suited for an experienced Project Administrator or Project Coordinator looking to increase their knowledge and experience in complex Civil and Municipal design and construction projects and increase their overall project management knowledge and leadership skillsets in order to move their career and experience to the next level.

The following qualifications, while not required, are desirable:

- a CET, ASTTBC, or EIT/P.Eng designation (significant other related experience may be considered), and/or
- a PMP designation.

A complete job description along with education, skills, and experience requirements can be found online at <https://www.grandforks.ca/>

Using the subject line "Project Coordinator", please submit your resume and cover letter, in confidence, to Human Resources, City of Grand Forks, 7217-4th Street (PO Box 220), Grand Forks, BC, V0H 1H0, or by e-mail: [**jobs@grandforks.ca**](mailto:jobs@grandforks.ca)

Cover letters and detailed resumes, including references, will be accepted until 4:00 pm on Friday, November 24, 2023.

The City of Grand Forks appreciates the interest and effort of all applicants in applying for this position, however only those selected for an interview will be contacted.



Come to Boundary Country and “Settle down.”

The City of Grand Forks is seeking an individual for the position of Project Coordinator. This is a one-year term position. This position is full-time and offers a competitive salary.

Grand Forks is the hidden gem of the South Okanagan and Kettle valley. Situated at the confluence of the Kettle and Granby Rivers in the southern interior, Grand Forks is known for its Okanagan weather and Kootenay lifestyle.

We are a small community of friendly yet engaged citizens situated in a sunny river valley surrounded by mountains and lakes. There are opportunities for a diverse range of winter and summer outdoor recreation opportunities. From a small kid-friendly ski hill and accessible bike trails to extreme downhill biking, skiing, and backcountry adventure. Enjoy the food security delivered by the growing agricultural sector in the valley or the warmest tree-lined lake in Canada. We’ve got the weather, we’ve got the food, we’ve got the fun. What are you waiting for?

Corporation of the City of Grand Forks
PO Box 220
7217-4th Street
Grand Forks, BC V0H 1H0
250-442-8266



Project Coordinator, Flood Mitigation

Reports To

Project Manager, Flood Mitigation Program

Summary

Grand Forks is a Boundary community of about 4,000 people that in 2018 suffered a catastrophic flood event that impacted significant portions of the City and region. As a result of this event, the community applied for and received grant funding through the Disaster Mitigation and Adaptation Fund (DMAF) grant to build flood mitigation structures to protect the community from further flood events. Funding from senior governments and the City is being used by the City to undertake an ambitious program that includes floodplain naturalization, earth berm and sheet pile dikes, and drainage and stormwater systems. The City of Grand Forks is executing this ambitious program over a 3–4-year period, already well underway. The overall program is comprised of multiple grant-funded projects, each with its own reporting requirements.

The City of Grand Forks is seeking an experienced Project Administrator or Project Coordinator to aid in the successful completion of this large and unique Flood Mitigation Program (FMP) over the next year.

This unique and exciting opportunity is ideally suited for a Project Administrator or Project Coordinator looking to increase their knowledge and experience in complex Civil and Municipal design and construction projects and increase their overall project management knowledge and leadership skillsets to move their career and experience to the next level.

The core job duties include:

- Assist with the implementation and administration of internal and contracted capital and engineering programs and special projects associated with the Flood Mitigation Program by assisting with budgets, preparing, managing, and overseeing projects, estimates, grant reporting and timelines.
- Participate in short and long-range planning, assist in the preparation of the department budgets, monitor assigned budgets and control costs ensuring the effective and efficient expenditure of allocated funds.
- Monitor compliance with legislation and the policies and procedures approved by Council, and maintenance of municipal engineering records.
- Assist in the administration or monitoring of environmental and safety programs for all projects.
- Support project documentation, records management, and communication with internal and external stakeholders.

The following knowledge, experience, and skillsets are considered beneficial for this role:

Educational:

- A CET, ASTTBC, or EIT/P.Eng designation (significant other related experience may be considered), and/or
- PMP designation.

General Experience and Knowledge Requirements:

- Experience in coordinating and administering civil and municipal construction projects, preferably in a public sector environment.
- The ability to work independently and in support of the FMP Team and other related projects in monitoring and administering successful program outcomes as they relate to costs, schedules, quality, and safety.
- The ability to work with Prime Consultants, Prime Contractors, Sub-contractors, and other key Public and Private Program stakeholders.
- The ability to understand and administer invoicing, status reports, RFI's, and other contract requirements.

Contract Administration & Project Management Requirements:

- Have familiarity and experience administering and evaluating Progress Claim Applications, RFI's, Equipment and Material submittals, etc.
- Have knowledge of evaluating, negotiating, and managing Change Orders, Change Directives/Force Accounts, and other such contractual changes that may affect costs, schedules, or liabilities.
- Have familiarity to intermediate financial management and budgeting experience creating Class C estimates and preparing and monitoring cashflow projections.

Procurement Knowledge:

- Have awareness of public procurement laws and regulations
- Have awareness of and experience with developing, and evaluating RFQ, RFP, EOI, and standard tender front-end documentation and processes.

Technical Skillsets and Knowledge:

- Strong oral, writing, editing, and proofreading skills
- Advanced skillsets in using MS Office suite (MS Word, Excel, PowerPoint, Outlook)

The salary for this 1-year term contract position is between \$ 65,000 and \$ 80,000 (dependent on education and experience), inclusive of payment in lieu of employer-paid benefits.

Qualified applicants who are offered and accept the position may be required to complete a satisfactory pre-employment background check. This may consist of all or a combination of the following: Canadian criminal record check, an employment verification and/or an education and accreditation verification and a clean drivers' abstract.

Applicants are invited to submit their resumes, complete with cover letter, in confidence by **November 24, 2023 at 4:00 pm Pacific Time** to:
Human Resources | jobs@grandforks.ca