



Shape a place  
where people  
want to be

**Position Title:** Park Capital Works and Construction Coordinator

**Position Status:** Full-Time Regular

**Department:** Regional Parks

**Employee Group:** GVRDEU

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** \$48.10 hourly plus 6.25% deferred compensation

*This role receives an additional 6.25% deferred compensation on hours worked. The additional 6.25% can be taken as compensation or time off.*

Our Regional Parks Department is seeking a Park Capital Works and Construction Coordinator to support the delivery of capital maintenance and development projects across the parks system. This role involves planning, organizing, and overseeing a range of projects, while collaborating closely with internal staff, external partners, contractors, and consultants to ensure successful project execution. The ideal candidate will bring experience managing projects on park facilities and be comfortable supporting projects in a variety of outdoor settings, including those that may involve environmentally sensitive or are in remote locations.

You are a motivated, self-driven professional with a strong work ethic and the ability to collaborate effectively with diverse teams. You should enjoy working in outdoor environments, demonstrate excellent communication skills, be able to effectively manage diverse perspectives, and possesses a keen technical eye. You should be able to work independently with minimal supervision while maintaining a high standard of performance.

**This role:** *(The duties described hereunder are to be representative of the position and are not to be considered as all-inclusive.)*

- Ensure all workmanship and material is in accordance with design drawings and specifications.
- Plan, organize, coordinate and schedule work for in-house construction projects as well as for publicly tendered projects including assisting staff with project safety guidelines and developing project safety documentation.
- Arrange for, and administer the acquisition of, construction materials and equipment with the support of the Purchasing Department and dispatch.
- Perform and arrange for inspections and condition assessments as required including coordinating and managing the survey requirements for parks projects, studies and other related work.

- Develop and administer tender documents, RFPs and SOAs for construction materials, equipment and services and participate in the evaluation of submitted tenders.
- Administer consultant and construction contracts including negotiating changes to the work and coordinating the various project requirements.
- Complete civil engineering design assignments and prepare drawings.
- Prepare cost estimates for construction projects and implement cost control.
- Prepare and submit “record” drawings.
- Prepare and process various permit applications.
- Coordinate the implementation of environmental protection measures.
- Prepare a variety of written documents from meeting minutes to detailed reports.
- Utilize asset databases to perform project work and update at project completion.
- Research new materials, products and design solutions for incorporation into parks projects.
- Supervise technical staff as required.

**To be successful, you have:**

- Graduation from an Institute of Technology Diploma Program (2 years) in Construction or Engineering Technology with a minimum of 10 years related experience in municipal construction.
- Formal training in record keeping and computer software such as the MS Office suite, Arc View, AutoCAD and other related software.
- Demonstrated ability to maintain effective working relationships with a variety of internal and external contacts.
- Ability to work collaboratively with park colleagues as part of a project team or leading a project team as well as the ability to work independently and to prioritize work assignments.
- Ability to chair meetings and create meeting agendas.
- Strong interpersonal skills combined with the ability to communicate well both verbally and in writing.
- Sound knowledge of Corporate Safety and WorkSafeBC regulations.
- Excellent knowledge of GVRD corporate contracting and purchasing policies.
- Sound knowledge and interpretation of contract law.
- Demonstrated willingness and ability to undertake additional training related to the duties of the position.

- Good fitness level to undertake assignments requiring negotiating difficult terrain and/or walking long distances.
- Able to work alone in remote locations.
- Valid BC Class 5 Driver's Licence.
- Membership or eligibility for membership as a Technologist or Technician with the Association of Applied Science Technologists and Technicians of BC.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by July 2, 2025.*