



# Central Coast

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## REGIONAL DISTRICT

**Title: Operations Coordinator**  
**Department: Public Works & Operations**  
**Status: Regular (full-time)**  
**Salary Range: \$70,000 -75,000**  
**Reports to: Operations Manager**  
**Date: May 2022**

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### **Position Summary:**

Reporting to the Operations Manager, the Operations Coordinator performs a range of office and field tasks to support public works operational activities and capital project initiatives across a broad range of regional district services. This position provides support to the Operations Department to meet service expectations, as well as departmental goals and objectives. The Operation's Coordinator will also assist with organizational priorities as determined by the CAO.

### **Key Job Duties & Responsibilities:**

- Assists Operations Manager in a range of project management work including design review, document preparation, specifications, contract administration and management, project closeouts, budgetary oversight, cost estimates, scheduling, project analysis, inspections, and associated reporting.
- Provides technical work guidance/information sharing to other staff/volunteers as to the design, tender, construction and monitoring of capital projects and maintenance programs related to critical community infrastructure including water treatment and distribution, solid waste, fire protection and recreation.
- Assists with coordinating maintenance/repair activities at CCRD facilities.
- Liaises with Regulatory Agencies in regards to CCRD Infrastructure and Operations.
- Assist CCRD Management in engaging with First Nations, communities, stakeholders, the general public.
- Prepares reports on CCRD operational matters.
- Assists with budgeting/costing.
- Participates in operation of CCRD water systems.
- Assists Operations Manager in surveying, construction site layout and direction of construction activities.
- Engage and coordinate with recycling/landfill staff, contractors and stewardship programs to improve service delivery.
- Responsible for updating the Airport Operations Manual, Wildlife Management Plan and Emergency Response Plan and other documentation required under the Canadian Aviation Regulations.
- Assist with maintaining the Airport Safety Management System, including as necessary internal training of staff, external training coordination/participation.

- Assists with completion of hazard reports, risk management, investigations, corrective action plans, annual goals and objectives and management reviews.
- Review and ensure compliance with Transport Canada regulations, advisory circulars and Nav Canada.
- Assists with internal/external quality assurance audit of airport operations as per SMS.
- Assists with coordinating annual emergency response table top exercise and full-scale exercises.
- Assist regional district staff in emergency operations response if required.

### **Knowledge, Skills and Abilities:**

- Ability to learn and work independently, and problem solve.
- Ability to work and function as part of a team.
- Sound working knowledge of engineering, construction, budgeting, and costing procedures.
- Ability to interpret, comprehend and manage engineering design plans, contracts and project specifications and the management, thereof.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, bylaws and policies.
- Effective interpersonal skills and ability to build and maintain effective, respectful and professional working relationships with internal and external contacts, permitting and/or other government agencies, and stakeholders, and to effectively interact with the public in a tactful manner.
- Ability to plan, coordinate and implement maintenance programs.
- Ability to write concise, clear technical documents and plans.
- Knowledge of local government organizations and operations.
- Thorough knowledge and proficiency in the operation of personal computers and software and knowledge of office practices, procedures and equipment required to produce publishable reports and documents. Ability to analyze and work with data in MS Excel.
- The ability to communicate effectively both orally and in writing, and to deal courteously, tactfully and diplomatically with elected officials, managers, government agencies, volunteers, contractors and the general public.
- Ability to coordinate projects involving multiple departments and agencies.
- Ability to attend evening and weekend meetings or other events, as required, and to work additional hours (evenings and weekends) from time to time, as required.
- Ability to organize work schedule to meet deadlines and priorities.
- Participation in periods of strenuous outdoor physical work, associated with field activities, often in inclement weather conditions.
- Some out-of-town travel will be required to attend remote work sites, meetings or professional development. Flying in helicopters and small fixed wing aircraft is required from time to time, as is travel by water taxi.

### **Qualifications & Experience:**

- Completion of a Civil Engineering Technologist Diploma from a recognized institution, with preference given to a bachelor degree. Consideration will be given to post-secondary education in a related field.
- Preference given to an applicant that is accredited, or eligible for certification, as an Applied Science Technologist in the field of Civil Engineering Technology or an engineer in training certification.
- Two (2) years of related technical experience in local government operations, civil contract administration, project management, and public works, with preference given to experience in solid waste/landfill management, recreation facilities, airport management and water systems.

- Consideration may be given to an equivalent amount of education and experience
- Valid Class 5 BC Driver's license.
- Eligible to work in Canada.