



# Central Coast

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## REGIONAL DISTRICT

**Title: Works and Services Coordinator**

**Department: Operations**

**Status: Regular (full-time)**

**Salary: \$70,000 - \$85,000**

**Reports to: Chief Administrative Officer**

**Date: April 2024**

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### **Position Summary:**

Reporting to the Chief Administrative Officer, or their designate, the Works and Services Coordinator performs a range of administrative and planning tasks in support of the department. This position provides support to the Operations Department to meet service expectations, as well as departmental goals and objectives.

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

- A range of project management work including document preparation, specifications, contract administration and management, project closeouts, budgetary oversight, cost estimates, scheduling, project analysis, inspections, and associated reporting.
- Supports the Emergency Program Coordinator in planning and emergency response.
- Liaises with Regulatory Agencies in regard to CCRD Infrastructure and Operations.
- Assist CCRD Management in engaging with First Nations, communities, stakeholders, and the general public.
- Prepares reports, memorandums and correspondence on CCRD operational matters.
- Support and champions the CCRD's records management systems.
- Post notices and updates relevant sections of the website and message boards as required.
- Supports the Airport Manager and SMS Coordinator as needed. May be designated as the Accountable Executive.
- Support the Corporate Officer in processing freedom or information requests ensuring Freedom of Information Act and Protection of Privacy Act compliance.
- Practice and adhere to WorkSafeBC and CCRD's policies and procedures.
- Ensures tasks outlined in operational plans are executed.
- Leads assigned services and their associated capital projects and administration in advancing the goals of the board.
- Perform additional duties as directed.

### **Qualifications & Experience:**

- Certificate or diploma in Public or Business Administration. The regional district will consider other combinations of education and experience such as a technical diploma supported by administration and/or project management experience.
- Experience in a Solid Waste department, landfill operations, recycling, or organic program (preferred).
- Progressive experience in an office setting.
- Local government experience is an asset.
- Project management experience is considered an asset.
- Valid B.C. class 5 driver's licence

**Knowledge, Skills and Abilities:**

- Ability to learn and work independently, and problem solving.
- Self starter with the skills and ability to work and function as part of a team.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Effective interpersonal skills and ability to build and maintain effective, respectful and professional working relationships with internal and external contacts, other government agencies, and stakeholders, and to effectively interact with the public in a tactful manner.
- 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.
- Knowledge of office practices, procedures and equipment required to produce publishable reports and documents.
- Proficient computer skills: Microsoft Office Suite, ability to analyze and work with data in Microsoft Excel, and the ability to learn new software quickly.
- Strong organizational skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, bylaws and policies.
- Sound working knowledge of engineering, construction, budgeting, and costing procedures is considered an asset.
- Ability to interpret, comprehend and manage engineering design plans, contracts and project specifications and the management, thereof is considered an asset.
- Ability to plan, coordinate and implement maintenance programs.
- Ability to write concise, clear technical documents and plans.
- Knowledge of local government organizations and operations.
- 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.
- 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.

This position is based in the Bella Coola Valley.