

Job Title	Maintenance Project Coordinator	Classification	Grid Level 24
Department	Precinct Services	Date Updated	October 2025
Reports to	Legislative Facility Services Manager		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Precinct Services department is responsible for a variety of services in support of the Legislative Precinct buildings and grounds. Primary services include long-term capital planning and infrastructure development, facilities and property management services, including maintenance, repair and cleaning of the Precinct buildings and grounds, and food services. Precinct Services is also responsible for the provision of oversight, training, and support to Legislative Assembly departments in the areas of procurement and contract management.

JOB SUMMARY

Reporting to the Legislative Facility Services (LFS) Manager, the Maintenance Project Coordinator leads a variety of maintenance projects for the BC Legislative Precinct and its buildings. This role will define project objectives, oversee quality and direct project activities for the LFS team members and third-party contractors or consultants to deliver projects according to plan.

KEY RESPONSIBILITIES

- Leads maintenance and repair projects from start to finish, ensuring they meet scope, schedule, budget, and quality requirements.
- Develops and manages project plans, allocates resources, tracks deliverables, mitigates risks, and implements changes as needed.
- Manages project budgets, prepares financial proposals, recommends adjustments, and contributes to long-term capital planning.
- Supervises LFS staff and contractors, assigns tasks, monitors performance, and assumes operational leadership in the absence of the LFS Manager.
- Oversees contractor and consultant activities, evaluates bids, recommends contract awards, monitors compliance, and approves payments.
- Enforces safety protocols by preparing job safety plans, conducting inspections, and resolving identified hazards.
- Coordinates and delivers daily maintenance services, including preventative maintenance, repairs, inspections, and safety-related tasks.

- Conducts research and prepares cost estimates, reports, and documentation to support project planning and decision-making.
- Collaborates with internal teams and external partners on space planning, furniture moves, and event logistics.
- Operates a corporate vehicle.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of British Columbia

Executive Financial Officer

Director, Precinct Services

Legislative Facility Services Manager

Maintenance Project Coordinator

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in a related field as well as a minimum of 3 years of experience in one or all of the following: coordinating construction projects, project administration, building maintenance, and operations experience. An equivalent combination of education and experience may be considered.
- Experience coordinating building maintenance or construction projects of up to \$600,000 in value.
- Experience in strategic planning, risk management and change management.
- Completion or working towards a Project Management Professional designation is considered an asset.
- Experience using project management software is considered an asset.
- Practical experience in construction/trades is considered an asset.
- Valid BC driver's license.

KNOWLEDGE, SKILLS & ABILITIES

- In-depth knowledge of commercial and heritage building systems.
- Knowledge of both theoretical and practical aspects of construction project management.
- Knowledge of project management techniques and tools.
- Knowledge of environmental, health and safety regulations and requirements related to building construction, safety and maintenance.
- Working knowledge of scheduling tools (e.g., JIRA, MS Project, or similar).
- Basic understanding of engineering drawings, blueprints, and specifications.
- Familiarity with budgeting, cost tracking, and procurement procedures.
- Works effectively with field staff, engineers, architects, vendors, and other stakeholders.
- Excellent interpersonal and client-service skills.
- Ability to convey a positive and professional image at all times.
- Ability to perform hands-on maintenance tasks including basic repairs, equipment installation, and physical labour in support of project execution.
- Ability to work independently and make sound decisions within defined guidelines.
- Ability to adapt to changing project requirements and priorities.