

Job Title	Project Coordinator	Classification	Grid Level 24
Department	Precinct Services	Date Updated	April 2026
Reports to	Capital Planning and Development 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

Precinct Services 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, 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, contract management and business continuity planning.

JOB SUMMARY

Reporting to the Capital Planning and Development Manager, the Project Coordinator is responsible for coordinating a variety of projects, with construction being the most dominate. Projects range from small to large and are primarily focused on the long-term asset maintenance, rehabilitation, upgrades, heritage restoration, construction, environmental remediation, renovation and redevelopment of the BC Legislative Precinct. The Project Coordinator ensures assigned projects are completed on time and within budget using a combination of in-house and external consultants or contractors as resources. The Project Coordinator is responsible for the oversight and effective management of project documentation and details from initiation through to successful completion and will serve as the first point of contact for consultants, contractors, and vendors.

KEY RESPONSIBILITIES

- Plans, organizes, inspects, monitors, and evaluates assigned projects from start to finish according to schedule, specifications, and budget. Projects may involve multiple program areas and/or cross-program initiatives with other departments, including multi-phased projects.
- Coordinates contractor activities with both internal and external stakeholders, ensuring that activities are planned to minimize disruptions to operations, project activities are clearly communicated, and stakeholder expectations are being met.
- Works closely and collaboratively with stakeholders to ensure timely coordination and communication of project expectations, activity status and scheduling.
- Meets with contractors to discuss work progress and resolve problems or conflicts, and ensures remedial action is taken, if necessary.

- Participates and collaborates with other team members on a variety of projects, including procurement activities, and provides back-up support to team members as required.
- Reviews and comments on all project and Invitation for Tender drawings, and ensures all documentation is appropriately uploaded electronically.
- Collaborates with team to develop tender documents, ensuring tender documentation is correctly filed and distributed, and procurement requirements are met, monitored and completed in a timely manner.
- Assists in review of tender proposals, reviews expected outcomes to ensure proposals meet project/program requirements, timelines and deliverables are within scope, mandatory supplier requirements are met, and vendors have completed the required qualified vendor approval documentation.
- Monitors projects by completing regular walk-throughs and inspections to ensure that standards, specifications and timelines are being met, including the inspection and control over project construction and materials as required. Recommends, implements and manages project changes to achieve project outputs by seeking the necessary approvals and coordinating change orders, contemplated change notices, and follows up on status of site instructions as required.
- Monitors the risk of each project and ensures all safety aspects have been identified and that all the required safety job plans have been submitted and reviewed to ensure safety of the work area(s) is maintained.
- Responsible for various projects as a subject matter expert ensuring project schedules are on track and all approvals are in place.
- Responsible for reviewing all contemplated change notices or change orders and making recommendations whether to proceed including identifying impacts of change orders, both to schedule and the budget.
- Tracks and reviews change orders and substantial completion, acts as a qualified receiver and confirms or denies payment.
- Takes responsibility for maintaining a safe work environment, following safe work practices and procedures, and reporting potential hazards.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Executive Financial Officer
 Director, Precinct Services
 Capital Planning and Development Manager
Project Coordinator

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in a technical or a related program, plus at least three years of project coordination and project administration experience, or an equivalent combination of education and experience.
- Experience coordinating projects in excess of \$600,000 in value.
- Experience in the construction industry is preferred.
- Project Management Professional (PMP) designation or working towards designation is preferred.
- Experience using project management software is considered an asset.

- Experience with heritage buildings is considered an asset.
- Experience with Workday is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of project management techniques and tools.
- Knowledge of standard procurement strategies related to the tendering and administration of contracts.
- Knowledge of budgeting and financial management.
- Proficient with Microsoft Office 365 suite (Word, Excel, Outlook PowerPoint, Project, SharePoint, Teams).
- Strong written and interpersonal communication skills.
- Proven problem-solving and organizational skills.
- Ability to create and maintain effective working relationships with co-workers and external stakeholders.
- Ability to convey a positive and professional image at all times.
- Ability to work under pressure while demonstrating initiative and judgement in planning and establishing priorities.
- Ability to maintain a high level of flexibility and adapt to changing priorities within the workplace.