



**JOB POSTING**  
**Project Coordinator**

**Competition No. #2025-02**

**Starting Hourly Rate: \$42.73 (after completion of 6-month probation: \$44.98)**

**Classification Band 6**

*Victoria International Airport (YYJ) is the 11th busiest airport in Canada and is located on the homelands of the WSÁNEĆ People whose historical relationship to the land continues to this day. YYJ has been rated one of the top ten most-loved airports in the world by CNN Travel and has been named one of BC's Top Employers annually since 2020. Winner of the best regional airport in North America award by Airports Council International in 2012, 2014 and 2020, YYJ provides a safe, secure, sustainable, and efficient airport that creates prosperity for our region by connecting Greater Victoria with the world. Victoria Airport Authority has managed the operations at YYJ on behalf of the surrounding communities since April 1, 1997.*

**Position Overview**

Are you passionate about bringing projects to life, collaborating with great people, and making a lasting impact? As Project Coordinator at Victoria Airport Authority (VAA), you'll play a key role in shaping the future of our airport while working in a dynamic and supportive environment that values People, Excellence, Integrity, and Community. This newly created role is integral to ensuring the successful execution of projects that enhance and maintain the airport facilities.

At VAA, we're not just building infrastructure—we're building an exceptional experience for travelers, our team, and our community. That's why we're looking for an enthusiastic, detail-oriented, and proactive Project Coordinator to help drive the success of our capital projects. From runways and terminals to roads and utilities, you'll be at the center of planning, coordinating, and executing projects that keep our airport running smoothly and safely.

Reporting to the Director, Planning and Engineering, the Project Coordinator is a Union position that normally works a 40-hour work week. This position is eligible for overtime.

**Knowledge, Skills, Abilities, and Personal Characteristics**

- Post-secondary degree or and engineering technology diploma in a relevant field such as engineering, architecture, construction management, or building technology is necessary.
- PMP certification (attained or in progress) is considered an asset.
- Minimum of 2+ years of experience coordinating or managing projects.
- Strong working knowledge of construction cost estimating methods.
- Understanding of contract law and safety issue management.
- Strong understanding of project management methodologies and engineering principles.
- Familiarity with security, safety, risk management, and regulatory requirements for airport capital asset planning.
- Expertise in financial management, procurement, and contract management.
- Ability to meet physical demands such as walking, climbing ladders, and working in construction zones under varying weather conditions.
- Flexibility to work outside regular hours, including evenings or weekends, as operational needs require.

## **Licenses and Certifications (to be obtained within six months of hire as a condition of employment)**

- Airport Security Clearance (Restricted Area Identification Card).
- Valid Class 5 British Columbia driver's license.
- Airside Vehicle Operator Permit (AVOP).
- Radio Operator's Certificate – Aeronautical.

For a detailed job description please visit VAA's website <https://yyj.ca/careers-employment/working-at-yyj/>

## **VAA Values**

VAA has an incredibly bright future ahead and its success depends entirely on our team of very talented, dedicated staff. We want to ensure VAA is an environment where our people thrive and is an organization where people are proud to work, where our culture is admired and where career aspirations are fulfilled. At VAA we're proud to be living our Values:

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**People** We work as a team, supporting and respecting one another to bring out the best in each of us.

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**Excellence** We lead in safety, quality, and innovation to create exceptional experiences.

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**Integrity** We ensure that honesty, equity, and accountability are the cornerstones of everything we do.

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**Community** We foster meaningful relationships through service excellence and responsible stewardship.

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## **Applications**

Interested applicants may submit their application including a cover letter and resume quoting Competition #2025-02, by Monday, February 24, 2025, to [rarsenault@agilus.ca](mailto:rarsenault@agilus.ca).

VAA is located on the homelands of the W̱SÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process.

An eligibility list to fill future vacancies may be created.

VAA values inclusion and accessibility and is committed to providing reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to take part in the job application or interview process, please contact [humanresources@victoriaairport.com](mailto:humanresources@victoriaairport.com).

**Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Applicants must be legally entitled to work in Canada.**

***We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be contacted.***

\* The Restricted Area Identification Card is a security pass issued by local airport authorities to all non-passengers working in the restricted areas of airports.