VICTORIA INTERNATIONAL AIRPORT

201-1640 Electra Blvd
Sidney, BC, Canada V8L 5V4

T 250.953.7500
F 250.953.7509

Job Description

Position Title: **Project Coordinator**

Reporting To: **Director, Planning and Engineering**

Key Relationships: Internal – All VAA Staff
External – Third Party Contractors, Airport Security, Vendors

Supervisory Responsibilities: None

Role Summary

The Project Coordinator reports to the Director, Planning and Engineering (Director), and supports the planning, design, and implementation of assigned airport capital infrastructure projects. The Project Coordinator supports the effective lifecycle management of capital assets by applying professional architectural or engineering principles under the guidance of senior team members. The Project Coordinator plays a key role in coordinating project activities to ensure that assets (e.g., runways, buildings, roads, utilities, underground systems, etc.) are developed and maintained in alignment with strategic objectives, while meeting scope, and schedule expectations, and complying with Board approvals, corporate policies, regulatory requirements, and prudent financial practices.

Under the direction of the Director and in collaboration with the Project Managers, the Project Coordinator facilitates communication and coordination among project stakeholders, including internal teams and external contractors while supporting the broader project management efforts to ensure successful project outcomes. On occasion, the Project Coordinator may be required to coordinate and attend construction or investigation activities outside of core working hours. The Project Coordinator is a Union position that normally works a 40-hour work week.

Description of Duties

Project Management and Coordination

- Support the Director of Planning and Engineering and Project Managers in delivering infrastructure projects.
- Manage and coordinate assigned capital infrastructure projects, including airside, landside, and terminal areas.
- Engage stakeholders, coordinate design reviews, and consolidate feedback for the design team.
- Assist in developing project proposals, including preparing business cases and providing recommendations.

- Develop and monitor risk management strategies and contingency plans, ensuring proactive mitigation of potential challenges.
- Contribute to periodic reviews and updates of departmental policies and procedures.
- Assist in procurement processes, including preparing RFPs and engaging consultants, contractors, and vendors.
- Review contract documents such as specifications and drawings.
- Handle coordination tasks, such as organizing security escorts, First Nations cultural monitors, and environmental audits.
- Support VAA's asset management initiatives by documenting infrastructure condition, maintenance activities, and lifecycle data.
- Ensure alignment with VAA's sustainability goals and environmental standards in all project activities.

Construction Supervision and Site Management

- Coordinate and attend construction meetings, conduct site investigations, and liaise with contractors and vendors.
- Supervise on-site activities, ensuring compliance with quality standards, safety protocols, and environmental regulations.
- Promote safe work practices and oversee construction logistics, ensuring necessary arrangements such as security escorts and environmental audits are in place.

Project Administration and Documentation

- Track project budgets, prepare forecasts, process payments, and monitor milestones.
- Maintain accurate and organized document control systems.
- Schedule team meetings and other meetings as required, prepare and distribute meeting agendas, minutes, and schedules.
- Compile project status reports, including financial summaries, risk assessments, and schedule updates.
- Support the documentation of completed projects in VAA's records management system.
- Prepare project close-out reports and ensure proper filing in the document management system.

Stakeholder Engagement

- Collaborate with internal teams to define project requirements and ensure regulatory compliance.
- Engage with contractors, vendors, and regulatory bodies to resolve issues and negotiate agreements.
- Participate in consultations to assess infrastructure needs and maintenance priorities.

Enhances Corporate Culture

- Actively contribute to fostering a positive and inclusive corporate culture that aligns with VAA's Core Values: **People, Excellence, Integrity, and Community**.

- Champion initiatives that promote employee engagement, collaboration, and a sense of belonging within VAA.
- Serve as an ambassador for VAA's values by upholding and promoting the organization's reputation within the community, sector, and industry through professional conduct and meaningful contributions.
- Collaborate with colleagues to identify and support opportunities that strengthen workplace culture and demonstrate commitment to VAA's mission.

Professional Development

- Stay informed on trends, best practices, and systems related to airport capital project management.

Performs other related duties as required

Experience and Education

Educational Qualifications

A post-secondary degree or an engineering technology diploma in a relevant field such as engineering, architecture, construction management, or building technology is necessary.

Professional Registration

- Membership or eligibility for registration as an Engineer-in-Training (EIT) or Professional Engineer with EGBC, or as a Technologist with ASTTBC (or equivalent), is required.

Certifications

- PMP certification (attained or in progress) is considered an asset.

Work Experience

- A minimum of 2+ years of experience coordinating or managing projects.
- Experience in design, inspection, and construction.
- Proficiency in standard business applications (e.g., MS Word, Excel, Outlook) and project management software such as MS Project.
- Strong working knowledge of construction cost estimating methods.
- Experience working with diverse stakeholders.
- Strong conflict management and problem-resolution skills.
- Understanding of contract law and safety issue management.

Licenses and Certifications (to be obtained within six months of hire):

- Airport Security Clearance (RAIC).
- A valid Class 5 British Columbia driver's license.
- Airside Vehicle Operator Permit (AVOP).

- Radio Operator's Certificate – Aeronautical.

Knowledge and Competencies

- 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 communicate complex technical concepts effectively.
- Exceptional oral and written English communication and presentation skills, with attention to detail.
- Strong time management and organizational skills, capable of handling multiple priorities and consistently delivering results within timelines.
- Exceptional organizational skills, with the ability to manage multiple priorities.
- Excellent interpersonal skills to build positive relationships with employees, stakeholders, consultants, and contractors.
- Sound judgment, adaptability, and a proactive approach to evolving tasks.

Work Environment and Physical Requirements

- Ability to meet physical demands such as walking, climbing ladders, and working in construction zones under varying weather conditions.
- Tolerance for noisy environments and occasional exposure to aircraft fumes.
- Flexibility to work outside regular hours, including evenings, nights or weekends, as operational needs require. This may occur for extended periods of time to support construction projects in the field.
- Demonstrated commitment to workplace health and safety practices.