



Job title: Project Controller - Fleet Acquisition
Job ID: 20240668
Location: Greater Vancouver
Full/Part Time: Full-time
Regular/Temporary: Regular

Join a company that has been a part of moving Metro Vancouver for over 35 years.

British Columbia Rapid Transit Company Ltd. (BCRTC) maintains and operates the Expo and Millennium SkyTrain Lines from our central facilities in south Burnaby. Our services connect downtown Vancouver to the cities of Burnaby, New Westminster, Coquitlam, Port Moody and Surrey. With the future expansion of both the Expo and Millennium Lines gathering pace, infrastructure renewal and new asset acquisition projects underway, this is an exciting time to join our team of over 1,200 dedicated employees, working on one of the longest fully-automated rapid transit systems in the world.

Our work encompasses roles such as administration, engineering, elevator and escalator maintenance, field operations, vehicle maintenance, and wayside (station and guideway) maintenance.

When you work for SkyTrain, not only will you help move Metro Vancouver, you will also have access to comprehensive benefits including paid vacation, medical benefits, transit passes, training and more. We are a proud equal opportunity employer, committed to a diverse and inclusive workforce.

Come explore what makes us one of BC's Top Employers!

Responsibilities

PRIMARY PURPOSE

Primarily responsible for coordinating and facilitating project activities to align with BCRTC's goals and objectives. Performs specific duties emphasizing the following areas: Project Planning and Communications, Project Coordination, contract administration, document and correspondence preparation, information tracking and reporting as well as administratively supporting Planning programs/projects.

KEY ACCOUNTABILITIES



Plans and develops projects including: assisting in defining and determining goals, objectives, work packages, schedules, and risks related to the proposed project; identifying technical resources and seeking assistance or information as needed; assisting in determining the need for external resources; assisting in developing, planning, and monitoring budgets; coordinating administrative activities to facilitate project funding; coordinating project evaluations; assisting in identifying success measurement standards for each project and/or phase.

Plans, coordinates, and attends project related site visits and meetings. Makes recommendations to assist projects' adherence to goals, objectives, and deadlines; develops and prepares procurement specifications; organizes and tracks product delivery, warranty, and installation in accordance with project milestones; develops status reports; provides input to improving departmental procedures, processes, and policies.

Coordinates information sharing between stakeholders and serves as a liaison for both internal and external communications to keep the stakeholders updated during the scope of the project; communicates project team results to the Manager and others as assigned.

Monitors and maintains project plans, tracking lists, risk registers and other project related documents and data; participates in the development, monitoring, and administration of project budgets, including invoice approval within defined authority levels and reconciliation of monthly variance reports.

Prepares a variety of project related reports, analyses, project management forms and tools, written procedures correspondence and presentations; research information and summarizes statistical and other findings obtained from surveys and studies.

Participates in evaluation and selection of project consultants; coordinates contract evaluation and selection processes; coordinates activities between the project team and outside consultants/vendors; monitors and tracks contractor/vendor activities for timeliness and contract compliance; monitors the quality of vendor services and identifies issues to more senior levels.

Provides project management expertise to internal stakeholders by providing training to other staff regarding project management techniques, reporting software utilization (for example: LIFT, SharePoint), or other areas as assigned.

Qualifications

EDUCATION AND EXPERIENCE



The requirements for this position are typically acquired through completion of a bachelor's degree in business or related discipline, including coursework in Project Management, planning or a related field of study.

OTHER REQUIREMENTS

Strong analytical skills when developing and recommending business improvements and change initiatives. Solid experience with project co-ordination and implementation

Advanced organizational skills

Solid oral and written communications skills with good interpersonal skills

Working knowledge of Microsoft Project or alternative project planning software

Solid skills in standard office software tools including word processing and advanced spreadsheet software, and database applications.

Solid time management skills to balance and coordinate effort across multiple, concurrent activities.

Other Information

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

Once in the process, testing will be used to confirm this suitability and all internal applicants will be required to obtain a pass mark of 75% on each component of the testing to demonstrate a minimum level of proficiency in the position.

Candidates with a PMP certification would be an asset

Candidates with an EIT certification would be an asset

Candidates with an educational background in Engineering would be an asset



Work Schedule

40 hours per week.

Rate of Pay

Salary \$75,600 - \$113,400 per annum (Actual salary offered will be commensurate with education, experience and internal parity).

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

How to Apply

Please click the 'Apply' button at the top right corner or go to <http://www.translink.ca/careers> to apply for this position and view instructions on the process.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Posting Date: September 4, 2024

Closing Date: Open until filled

Please note that only those short listed will be contacted.

Having trouble applying? Please view the System Requirements & FAQ's by going to <http://www.translink.ca/careers>.

Equal Employment Opportunity

SkyTrain is committed to employment equity and building a diverse workforce, representative of the customers we serve and the many communities in the Metro Vancouver region. We welcome and encourage Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. Learn more about TransLink's commitment to equity, diversity and inclusion.



Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at jobs@translink.bc.ca.