DISTRICT OF OAK BAY

The Corporation of the District of Oak Bay
Job Description

Job Title:	**FACILITIES OPERATIONS AND PROJECT ADMINISTRATOR**	**JEPE Number:**	#1146
Department:	Parks, Recreation, Culture & District Facilities	**Pay Grade:**	#8 – Schedule A
Supervisor	Senior Manager, District Facilities	**Position Status:**	Regular – Full Time
Effective Date:	May 2026	**Position Type:**	Union
Reviewed or Amended Date:		**Approved by:**	

Job Purpose:

Reporting to the Senior Manager, District Facilities, this position supports the department by acting as the first point of contact for both staff and public maintenance requests and performing various complex clerical and administrative tasks related to project management, finance, scheduling, communication, and record-keeping.

The position supports multiple overlapping capital and maintenance projects and is responsible for maintaining the smooth and efficient operation of ongoing initiatives and reporting systems. The role requires strong organizational and multitasking skills, along with clear communication to support team alignment and project delivery.

Duties and Responsibilities:

- Provides administrative and operational support services to the Facilities department, including tracking project budgets, expenses, and financial reports.
- Supports the department in preparing purchase orders, processing invoices, and coordinating payments.
- Assists in resolving any vendor issues or discrepancies regarding payments, deliveries, or contracts.
- Provides support as directed for the preparation, coordination, and review of assigned Tenders, RFP's, contracts and service agreements; space and facility reviews, and the procurement and processing of materials, equipment and services for external vendors and contractors.
- Contributes to the preparation of business cases, historical data, and supporting documentation required for capital planning activities.
- Monitors financial records to ensure accuracy and compliance with project budgets.
- Assists in the preparation of financial summaries for internal reporting and quarterly review. Supports the development of the District's short, medium, and long term capital budget.
- Coordinates project schedules by organizing meetings, managing calendars, and confirming appointments, while ensuring alignment with project timelines and communicating key deadlines to team members and stakeholders.
- Records and prepares meeting minutes when required.
- Assists in tracking and reporting project milestones and deadlines to ensure the timely completion of tasks.
- Assists in preparing and sending project status reports and other milestone documents to clients, project partners, and team members.
- Coordinates travel arrangements for project team members, if required.

- Compiles and submits payroll time entry and tracks staff vacation.
- Responds to enquiries regarding facilities and properties. Acts as a point of contact for project-related communications, including emails, phone calls, and internal messages. Maintain copies of communications in project directories and files.
- Helps prepare presentations and other materials for meetings, public presentations, and reviews.
- Organizes and maintains project files, contracts, and other important documents, ensuring they are easily accessible for the team.
- Tracks and updates project documentation, ensuring it is kept up to date and compliant with organizational standards.
- Assists with the maintenance of a comprehensive computerized facility asset inventory list.
- Prepares reports and compiles necessary data to monitor levels of service for facilities assets and for project reviews, audits, and evaluations.
- Assists in the preparation of submissions for Building Permits.
- Assists with the HelpDesk workorder system to ensure that work orders and service requests are assigned and completed in a timely, efficient manner.
- Performs other related duties as required.

Demonstration of the District's Workplace Values - CARE:

- **Connected** means we serve the community and each other with friendliness, kindness, professionalism, and respect – working as one team, sharing knowledge and supporting one another.
- **Accountable** means we do what we say we will do, take pride in our work and act with integrity.
- **Responsive** means we believe that finding better ways to serve is part of our growth and that progress and personal connection can co-exist.
- **Effective** means we deliver sustainable results in ways that nourish people.

Required Knowledge, Abilities & Skills:

- Ability to work independently under general direction and as part of a team;
- Ability to establish and maintain strong working relationships with internal and external contacts, project clients, other District departments, vendors, and contractors;
- Ability to maintain clear and effective communication across project teams, using strong interpersonal, verbal and written communication and customer service skills to ensure timely information sharing;
- Knowledge of municipal services and administration;
- Problem solving skills;
- Strong administrative skills and knowledge of office procedures and filing systems (paper and electronic);
- Advanced computer skills, including proficiency with Adobe, Vadim, Smartsheet, VFA/Gordian, MS Outlook, Word, Excel, Power Point and Power BI.
- Knowledge of budget tracking, cost management, and financial reporting processes.
- Design skills sufficient to prepare attractive and effective documents;
- Experience conducting research, analyzing and synthesizing data;
- Strong organizational and time management skills including the ability to manage multiple projects and tasks, balance competing priorities, set and meet deadlines and quickly adapt to emerging or changing priorities and varying assignments.
- Basic skills in interpretation of building plans, procurement and project cost/estimate processes.
- Competence in compiling and monitoring operating and capital budgets.
- Proven initiative and ability to work without close supervision.
- Ability to work flexible hours, if required.

Qualifications:
• Completion of a two-year diploma in business administration, project management, or a related field • At least two years of experience in project coordination or financial administration. • Experience with facility management, construction, or infrastructure projects is preferred. • Experience in local Government administration is considered an asset. • Formal Project Management training, or Certified Associate in Project Management would be considered an asset. • An equivalent combination of education, training, and experience may be considered.
Required Licenses, Certifications and Registrations
• A valid BC Driver's License.