



Project Administrator, Ports

Education and Training

Two-year technical diploma and 5 years of related experience in a similar position. (An engineering degree doesn't hurt either). Must be a member (or eligible for membership) as a registered civil technologist in the Applied Science Technologists and Technicians of BC.

Nature of Work

The Project Administrator provides design, project management and coordination of capital works and maintenance projects.

Main Duties

- Prepare cost estimates and submissions for program and contract approval
- Prepare plans and specifications for tender call; review and evaluate bids
- Prepare invitations for proposals
- Participate in selection of consultants
- Inspect, supervise and record construction activities and progress
- Prepare and/or check progress claims
- Prepare and recommend approval of change orders and contract extensions
- Approve on-site construction changes
- Liaise with, instruct and approve all phases of consulting work
- Prepare project cost and progress reports.
- Provide technical assistance to the Maintenance Manager and Foreman

Typical Employer

Port authorities such as the Port Metro Vancouver, cities, municipalities

Additional Information

Applied Science Technologists and Technicians of BC
www.asttbc.org
 BCIT Civil Engineering Technology
<http://www.bcit.ca/study/programs/civil>
 UBC Civil Engineering Department
www.civil.ubc.ca

Earnings

Low:	\$70,000
Average:	\$75,000
High:	\$80,000

Essential Characteristics

- Strong organizational and communications skills
- excellent teamwork skills
- computer literacy
- the ability to operate various survey instruments
- ability to work independently

