



Position Title: *Assistant Project Engineer

Position Status: Full-Time Regular

Department: Solid Waste Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level 1

Our Solid Waste Services Department is seeking an Assistant Project Engineer who will help the Metro Vancouver region reach our zero waste and circular economy goals. You will support us in monitoring and communicating progress through annual solid waste data reports and waste composition studies, and will contribute to the multi-year process of updating the region's solid waste management plan.

You are: an engineer-in-training who is passionate about waste reduction and recycling. You have excellent attention to detail and sound research, organization and communication skills. You thrive at communicating technical research and data to both technical and non-technical audiences.

The Assistant Project Engineer falls within our Professional / Technical, Level 1 job family.

This role:

Performs a range of routine engineering functions and project management functions in support of professional engineers such as data analysis, technical research, contract administration, cost estimates, logistics, correspondence, and draft reports; ensures quality standards are adhered to and appropriate processes and protocols are followed. Consults supervisor to verify processes, protocols, standards and that conclusions are consistent with objectives.

Presents technical information, including data and research findings, to both technical and non-technical audiences.

Provides assistance with project scoping, financial tracking and project management oversight including contract administration. Cost aware when making decisions or taking action related to scope of work; considers the financial implications of actions including the effective and efficient expenditure of allocated funds.

Interacts and coordinates with internal staff and external consultants, local government officials, regulatory agencies, and the public to fulfill project objectives; explains information and answers questions, consulting more senior staff on complex matters.

Investigates innovative technologies, operational challenges and policy tools in order to advance waste reduction, prevention and recycling initiatives in the region. Assesses, evaluates, and recommends technical solutions including input from internal and external stakeholders. Uses solid waste data to monitor and communicate progress toward zero waste and circular economy goals.

Works with staff and consultants on the development and evaluation of business cases and provides input on the evaluation of requirements and design plans. Conducts research, compiles information and summarizes findings.

Prepares and updates project schedules, technical materials and draft reports and provides recommendations and findings to senior staff. Develops presentation graphics and assists with the coordination of workshops and meetings.

Provides updates to senior staff on the status of work tasks and projects as required.

Performs other related duties as required.

To be successful, you have:

Bachelor of Applied Science degree in a relevant engineering discipline. Some practical technical and/or project management experience; or an equivalent combination of training and experience.

Membership, or eligibility for immediate membership, as an Engineer in Training (EIT) with the Engineers and Geoscientists of British Columbia (EGBC).

Knowledge and understanding of engineering principles in relevant discipline; ability to apply principles to routine and unique situations as well as determine cases requiring the involvement of a more senior engineer.

Ability to collect, analyze and interpret statistical, technical and narrative data. Analytical skills and abilities to identify problems and recommend solutions.

Ability to resolve problems within established guidelines and procedures, requiring the use of judgment to determine which methods are applicable in any given situation.

Strong verbal and written communication skills, including report writing and presentation skills. Ability to communicate technical information clearly and concisely. Explains information and persuades others in straightforward situations.

Strong interpersonal skills and ability to build and maintain effective and respectful working relationships; demonstrated ability to work effectively in a team environment and contributes to the achievement of team goals.

Skill in dealing tactfully and sensitively in a variety of situations including contact with the public, member municipalities and government agencies.

Demonstrated ability to organize and prioritize tasks to meet multiple time based deliverables requiring a high level of detail and accuracy; persistent in overcoming obstacles.

Proficiency using Microsoft office programs, including Word, Excel, Outlook, and Project.

Valid B.C. Class 5 Driver's license.

****Candidates with greater experience may be considered at the Project Engineer level, along with the applicable rate of pay***

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, LGBTQ2S+, all genders and persons with disabilities.

Metro Vancouver requires all new hires to be fully vaccinated against COVID-19 (subject to any exemptions and accommodations) and provide proof of vaccination upon hire. *Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by May 13, 2022.*