



BUILD A CITY. BUILD A FUTURE.



Engineering Project Coordinator – Water Operations

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

This is a senior technical, administrative, and supervisory position providing support and assistance to senior staff in administrative responsibilities, and performing complex technical work related to the completion of a variety of City engineering activities and projects in a relevant area of civil engineering.

EMPLOYMENT STATUS

Regular Full Time (CUPE)

RESPONSIBILITIES

- Perform administrative and supervisory duties in project management, planning, coordinating, reporting, monitoring, policy interpretation, and cost control.
- Assist senior staff in the selection and management of consultants providing engineering services and with the preparation, review and implementation of policies, procedures, capital work and maintenance programs.
- Have thorough knowledge of construction and engineering practices, relevant design criteria, specifications, conditions of contract and tendering procedures as well as estimating and scheduling.
- Work with internal staff and other City Departments and liaise with Consultants, Contractors, Utility Companies, and other agencies.
- Be able to work in a fast-paced environment and good project management skills.
- Have strong interpersonal, supervisory and leadership abilities.
- You are a team player who thrives in a challenging environment and possess excellent communication skills, both written and oral.
- Have thorough knowledge of GIS ArcMap and Cityworks with the ability to modify, edit, create, and update assets and liaise with City's GIS group.
- You will have good knowledge of municipal water operations maintenance and distribution.

QUALIFICATIONS

- Completed a two-year diploma in a discipline of Engineering Technology relevant to the position from a recognized post-secondary institution and five years engineering experience with a demonstrated record of technical knowledge, skills and ability, and supervisory experience in the relevant areas of engineering and/or equivalent combination of training and experience.
- A valid BC Driver's License with a safe driving record is required.
- Directly related engineering experience with a Water Distribution system and possession of EOCP's Water Distribution Operator Certificate is considered a strong asset.



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ADDITIONAL INFO

Pay Steps	Hourly Rate
Step 1	\$47.52
Step 2 (6 Months)	\$49.52
Step 3 (18 Months)	\$51.52
Step 4 (30 Months)	\$53.84

This Posting Closes on February 29, 2024.