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PROJECT COORDINATOR – DISTRICT ENERGY

SCOPE

The City of Surrey Engineering Department has an opportunity for a Project Coordinator position in its District Energy Planning Section for the Surrey City Energy Corporation. The Surrey City Energy Corporation provides heat to new buildings in Surrey City Centre, with a goal of expanding for future growth and developing a range of low-carbon heat sources.

This is an excellent opportunity to gain a varied experience working with an innovative team, leading projects to expand the energy utility, conducting assessments of the utility performance, providing input into larger planning initiatives and governance tools for one of the few district energy utilities in Greater Vancouver.

The Project Coordinator in the Utilities Division is a senior technical and administrative position that includes: conducting engineering analyses, conducting detailed review of proposed development servicing, undertaking planning based engineering assignments, defining and leading capital design and construction projects, and receiving support and mentorship from engineers and technologists in the District Energy Section.

RESPONSIBILITIES

Listed below are the major responsibilities of the Project Coordinator would include:

- Developing, conducting, or leading assessments of system performance from supervisory data collection systems and prepares reports.
- Determining infrastructure needs for service delivery.
- Technical review of detailed engineering applications for demand integration into the DE system.
- Developing and managing engineering projects to deliver heat to customer buildings in the service area.
- Developing and implementing new systems for oversight and management of the DE Utility.
- Develop, operate, and maintain DE planning hydraulic models.
- Coordination with DE utility operations staff regarding with regional and neighbouring municipalities regarding administration and operation of utilities.
- Support other senior team members project and utility related tasks, including development and review policies, practices and procedures, capital work and maintenance programs.
- Provide advisory or direct role in servicing construction projects, including field reviews.
- Respond to and addressing customer service issues.
- Supports, supervises and trains other staff.

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- Work with internal staff and other City Departments as well as liaise with Consultants, Contractors, Utility Companies, and other agencies.

QUALIFICATIONS

- Completed a minimum of a two (2) year diploma in a discipline of Engineering Technology relevant to the position from a recognized post-secondary institution.
- 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
- An equivalent combination of training and experience may be considered.
- A valid drivers' license.
- A demonstrated technical knowledge, skills and ability in the relevant areas of engineering and District Energy systems.
- Knowledge of, or ability to learn ArcGIS, FluidIt, Microsoft Access, or other applications and proficiency in Microsoft Office programs (Word, Excel, Outlook, Teams) is required.
- Is a team player and able to establish and maintain effective working relationships.
- Possesses the ability to communicate effectively both orally and in writing;
- Has good problem solving skills, pays attention to details, and can work independently.
- Has an ability to coordinate and supervise projects including control and monitoring of consultant's and contractor's work and performance, liaison with outside agencies and project financial control.
- Understand and interpret engineering plans and specifications; collect and analyze data.
- Registration or ability to register with the Association of Applied Science Technologists BC, or Engineers and Geoscientists BC is considered an asset.
- District Energy Utility experience, linear infrastructure design or asset management would be considered an asset.

OTHER INFORMATION

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 March 8, 2024

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