



**Position Title:** Project Engineer

**Position Status:** Full-Time Regular

**Department:** Project Delivery

**Employee Group:** Exempt

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** Professional / Technical, Level P2A (\$108,607.20 - \$127,710.87 annually)

**Our Project Delivery Department is seeking a Project Engineer who will play a pivotal role in managing and overseeing the entire lifecycle of contracts for Major Projects within the organization. This role encompasses a broad range of responsibilities, from the initial stages of contract development and negotiation to the ongoing management and administration of contracts. The primary focus of this role is on commercial and contract management, ensuring that contracts are beneficial to the organization and that all contractual obligations are met efficiently and effectively.**

**You are: A detail-oriented individual with a keen eye for the nuances of contract language and the implications of even minor textual changes. You possess strong communication skills, enabling you to effectively negotiate and collaborate with a diverse range of stakeholders, both internally and externally. Additionally, you are adept at project management, capable of overseeing multiple contracts simultaneously while ensuring compliance, mitigating risks, and achieving organizational objectives.**

**The Project Engineer reports to the Director, Major Projects.**

**As Operationally appropriate and subject to change, this position may participate in remote work up to one (1) day in week.**

**This role:**

- Performs a range of engineering and project management work including design management; document preparation; specifications; contract administration and management; budgetary oversight; cost control; scheduling; and report writing.
- Prepares and tracks financial aspects of projects and provides project management oversight for multiple projects including contract administration. Sets and monitors project schedules. Monitors and controls costs within own work ensuring the effective and efficient expenditure of allocated funds making recommendations to senior engineers.

- **Commercial/contract Management & Administration related duties include:** review and understand contracts, monitor contract administration duties performed by contract administrators. Support and monitor change management activities. Develop and maintain detailed performance metrics on the status of contracting activities. Monitor contract administrators' claim management processes. Monitor and support Project Managers to evaluate and negotiate back charges, non-conformances, claims, and any other commercial requests. Manage performance management of various analytical and workflow improvement activities as required in relation to contract management. Supports continuous improvement initiatives across all aspects of contract management.
- Works on routine engineering projects and substantial components of complex engineering initiatives. Works to defined scope, schedule and budget and consults senior staff on deviations. May lead projects with well defined outcomes and acts as a resource to junior engineers and technical staff on routine operational issues.
- Handles problems of some complexity requiring inspection and liaison with contractors and other staff to investigate related operating, construction, and design issues in order to ascertain alternatives. Assesses, evaluates and incorporates technical requirements including input from external agencies and other Metro Vancouver departments. Explains difficult issues and works to establish consensus and compliance.
- Works with engineering staff and consultants and liaises with internal departments and external contacts including member municipalities, regulatory agencies and the general public; works on multiple simultaneous projects in various stages of completion. Liaise with MV Legal and external legal counsel when/if necessary.
- Researches, analyzes, interprets, and studies technical information. Makes conclusions and diagnoses problems based on a sound understanding and application of engineering principles. Ensures quality standards are upheld in field of specialization and establishes project plans based on priorities of the unit or team.
- Identifies non-standard conditions and makes recommendations for remedy. Uses judgment to adapt and apply procedures to address and resolve unusual or problem situations. Consults on difficult, complex or highly unusual matters or decisions and provides progress and technical updates to senior staff.
- Performs other related duties as required.

**To be successful, you have:**

- Bachelor of Applied Science degree in a relevant engineering discipline. Completion of a relevant 4 year engineer-in-training program; or an equivalent combination of training and experience.
- Membership or eligibility for immediate membership as a registered Professional Engineer (P.Eng.) with the Engineers and Geoscientists of British Columbia (EGBC).
- Ability to interpret and apply standard engineering and related guidelines to area of specialty such as technical manuals, codes and regulations, contracting policies, safety regulations and corporate and board policies.
- Demonstrated contract administration and project management skills. Ability to organize and prioritize a complex series of project components to meet multiple time based deliverables requiring a high level of detail and accuracy. Demonstrates persistence to overcome obstacles.
- Sound written and oral communication skills; ability to communicate effectively both verbally and in writing including letter, report writing, and presentation skills. Ability to explain difficult issues and works to establish consensus and compliance.

- Strong interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts. Skill in dealing tactfully and sensitively in a variety of situations including contact with the public, member municipalities, government agencies and contractors.
- Ability to work under general direction and use sound independent judgment in adapting and applying procedures to address and resolve unusual or problem situations. Uses judgment to determine which methods are applicable in any given situation. Sound problem solving skills; ability to analyze business needs and provide strategic input.
- Demonstrated ability to work in a team oriented work environment; contributes to the team with constructive ideas, information and experiences.
- Previous experience as Contract Administrator/Manager for a large, complex, high profile, multi-project or program of DB and DBB works.
- Past experience for Owner's Team as well as project experience working for a large Contractor's commercial teams will be highly regarded.
- Strong analytical and research skills and ability to present recommendations clearly. Displays a high degree of integrity and professionalism.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, and Project.
- Valid B.C. Class 5 Driver's license.

#### **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.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. Accommodations will be provided upon request during the selection process by contacting [careers@metrovancover.org](mailto:careers@metrovancover.org). Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by April 9, 2024.*