

# BUILD A CITY. BUILD A FUTURE.



## Engineering Project Coordinator – Water Operations

*The City of Surrey is one of the fastest growing and culturally diverse cities in Canada. Recognized as a top employer, we are dedicated to building a vibrant, progressive, world-class city that enhances the quality of life for our citizens, while delivering meaningful and rewarding career opportunities for our employees.*

### 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

Union - CUPE Local 402 – Regular Full-Time

### 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.

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- Directly related engineering experience with a Water Distribution system and possession of EOCP's Water Distribution Operator Certificate is considered a strong 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

## APPLY

If you are interested in this opportunity, please apply to [www.surrey.ca.careers](http://www.surrey.ca.careers) to Job ID 5915