



**Position Title:** \*Assistant 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 P1 (\$77,171.26 - \$90,808.63 annually)

**Our Project Delivery Department is seeking an \*Assistant Project Engineer who will support in the development and implementation of a Project Delivery Community of Practice. This initiative seeks to break down siloes and create a cohesive environment for how projects, resources, and tools are managed within the department. This is a key role in developing process, tools, and systems to help deliver a \$20B+ portfolio of major infrastructure projects.**

**You are: A project management associate who thrives in the development of processes, tools, and systems. You enjoy working collaboratively across projects and bringing people together to drive consistency in the delivery of projects. You enjoy a fast-paced and innovative environment.**

**The \*Assistant Project Engineer reports to the Program Manager, Major Projects Regulatory Strategy.**

**This role:**

- Performs a range of routine engineering functions and project management functions in support of professional engineers such as simple plans, design calculations, data analysis, cost estimates, logistics, field work, project specifications, 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.
- Provides assistance with 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.
- Performs field work including facility site inspections, field surveys and construction inspections; provides progress updates highlighting deficiencies and escalating critical issues to more senior staff.

- 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.
- 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.

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***\*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.

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. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. 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 May 30, 2024.*