



MANAGER CAPITAL PROJECTS & INSPECTIONS

Regular Full Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

Reporting directly to the Senior Manager Design and Construction, this position oversees the Project Management Section of the Design and Construction Division to ensure the City's Engineering related Capital Projects are tendered and constructed on time and within the capital plan envelope. The Manager also leads the Quality Assurance Program for infrastructure works within City of Coquitlam jurisdiction.

The Manager, Capital Projects and Inspections main duties and responsibilities include, but are not limited to:

- Providing expert advice in areas such as cost/benefit, constructability, construction methodology, social impacts, feasibility, etc. as part of the Capital Planning Process for the City.
- Managing the Project Management Section of the Design and Construction Division related to the delivery of the Engineering Department's Capital Program, which includes approximately \$35 million of new construction annually.
- Managing the City's process related to construction and commissioning of off-site works related to developments, which involves approximately \$20 million of new infrastructure annually. This process includes quality assurance, which is carried out by engineering inspectors who are engaged in inspecting and regulating construction of City infrastructure being installed or impacted as part of developments.
- Developing policies, procedures, specifications and construction standards governing construction of street and utility infrastructure.
- Advising on construction standards, specifications and materials for works being completed within City property whether a capital, development or third party utility project.

The Manager supervises fourteen technical staff, including six Project Coordinators, two Capital Project Inspectors, and a Senior Engineering Inspector directly, and five Development Engineering Inspectors indirectly.

Minimum Qualifications

- University degree in civil engineering or related discipline, and membership in the Association of Professional Engineers and Geoscientists of British Columbia as a Professional Engineer or graduation from an Institute of Technology with a Diploma in Civil and Structural Technology and membership with the Applied Science Technologists and Technicians of B.C.
- A minimum of five years of project management/contract administration experience in the municipal engineering field, consulting services delivery, contract documentation and tendering and construction of municipal services, as well as knowledge and experience in municipal infrastructure, including water, sanitary, drainage and transportation design and construction standards and specifications are also required.

What We Offer

This excluded position has an annual salary range of \$142,820 - \$160,654. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to



participate in an earned day off/flex day program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on January 22, 2025.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.