



# BUILD A CITY. BUILD A FUTURE.



## Engineering Project Coordinator – Drainage

*Regular Full-Time*

### SCOPE

We are currently recruiting for an Engineering Project Coordinator to provide detailed drainage engineering reviews in support of land development applications and to lead asset management planning for the City's drainage infrastructure.

### RESPONSIBILITIES

Reporting to the Drainage Manager, the successful candidate will be responsible for the following core activities:

- Review and identify drainage requirements associated with land development applications, which includes:
  - Conduct technical reviews for compliance with the City's drainage design criteria and guiding hydrologic and hydraulic principles;
  - Identify drainage improvement works required to support land development applications; and
  - Communicate drainage requirements to Land Development staff and development applicants.
- Lead technical work around asset management, renewal and capacity assessments of the City's drainage infrastructure, which may include conducting internal studies or retaining and managing external consultants.
- Act as a liaison between Drainage staff and other City departments, including Planning & Development, Parks, Recreation & Culture, Finance, and Project Delivery staff on relevant tasks and initiatives;
- Respond to and develop solutions to address drainage inquiries and concerns identified by the public or staff; and
- Support Drainage staff on ongoing sustainable service delivery of drainage assets and various other projects and initiatives as needed.

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## QUALIFICATIONS

- Completion of a two (2) year diploma in a discipline of Engineering Technology relevant to the position from a recognized post-secondary institution.
- A minimum of five (5) years of related experience. Related experience may include municipal planning, civil engineering and/or drainage utility system design.
- An equivalent combination of training and experience may be considered.
- Demonstrated record of technical knowledge, skills and abilities in the relevant areas of engineering.
- A valid drivers' license.

## ASSETS INCLUDE:

- Self-motivated and able to work independently with minimal supervision.
- Able to balance big picture thinking with the ability to do detailed engineering reviews.
- Knowledge of hydrology and pipe hydraulics theory and calculations.
- Experience managing and working with multi-disciplinary project teams.
- Experience with analytics / data management using computer software programs such as Microsoft Excel and PowerBI.
- Working knowledge of GIS applications such as ArcGIS, as well as MS Office and AutoCAD.
- Working knowledge of hydrologic and hydraulic modelling software programs such as PCSWMM, InfoWorks ICM and HEC-RAS.
- Demonstrated experience in stakeholder communication and conflict resolution techniques.
- Previous experience working in a municipal government.

Applicants under consideration will be able to demonstrate:

- Effective written and oral communication skills and the ability to synthesize, summarize and convey complex information using 'easy to understand' approaches, based on audience needs.
- Effective time management, project prioritization and problem solving skills, with the ability to progress multiple tasks at one time.
- A strong ability to work in a team environment and commitment to excellent customer service.
- A broad range of civil engineering (including drainage planning) experience and are adept at problem solving.

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## Other Information

Pay Grade: 27

Pay Grade	Pay Steps
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 at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6319

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