

BUILD A CITY. BUILD A FUTURE.



As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
Build a City. Build a Future at the City of Surrey*

Project Coordinator

Scope

Looking for a great place to work where your contributions are valued, and you can help make a difference in a city of vibrant communities? This is a great opportunity to work for one of BC's top employers and to contribute to serving the residents of Surrey!

The Project Coordinator reports to a Projects Manager and will act as a liaison and coordinator between various key stakeholders for a wide variety of the City's major capital projects including community centres, arenas, aquatic facilities, fire halls and other civic buildings. The Project Coordinator will seek to support senior staff in administrative responsibilities, and perform complex technical work related to the completion of a variety of capital projects in a relevant area of building engineering and architecture.

Responsibilities

Key responsibilities include, but are not limited to:

- Performs administrative and supervisory duties in project management, planning, coordinating, reporting, monitoring, policy interpretation, and cost control.
- Assists senior staff with the preparation, development, review and implementation of departmental policies, practices and procedures, and capital work programs.
- Assists senior staff in the selection and management of consultants providing engineering services to the Department. Prepares designs, detail drawings, specifications and project estimates.
- Prepare technical and status reports, project specifications, project cost estimates and schedules, and budget reports.
- Conduct field inspections of the work performed and ensures the work is completed in accordance with contractual terms and regulations. Ensure that the quality of work is within City standards and is completed in a timely and cost effective manner.
- Coordinates internal design reviews, and checks consultant design documents for accuracy, completeness, appropriateness, and conformance to City policy, bylaws, contract requirements, regulations, guidelines and standards.
- Responds to inquiries from staff, contractors, consultants, and the public.
- Assists at public meetings, liaises with outside agencies, and prepares major reports.

Qualifications

Our ideal candidate will have:

- Completion of a two-year diploma in Engineering Technology from a recognized post-secondary institution
- 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
- valid BC Driver's License

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Nice to have:

- Education in Building Technology plus experience in the area of Architecture

Successful applicants must provide proof of qualifications.

Employment Status

Union - CUPE Local 402 – Regular Full-Time

Other Information

Number of Job Openings: 1

Pay Step	Pay Rate (2024 rates)
Step 1	\$47.52
Step 2 (6 Months)	\$49.52
Step 3 (18 Months)	\$51.52
Step 4 (30 Months)	\$53.84

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