



Position Title: Project Engineer (PMO, Project Delivery)

Position Status: Full-Time Regular

Department: Project Delivery

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P2A (\$108,607.20 - \$127,710.87 annually)

Our Project Delivery Department is seeking a Project Engineer who will collaborate with staff across Metro Vancouver to establish, implement and sustain an organizational Project Management Framework for capital projects, including development of project management standards, tools and templates, and implementation of a project management information system. The Project Engineer will also support capital project teams with procuring and managing advisory services.

You are: A Professional Engineer who is experienced in managing complex engineering projects, and is interested in working in a Project Management Office (PMO) to standardize project management practices across the organization, ensuring consistency and efficiency in project delivery. You are a self-starter who thrives on developing new processes while collaborating with cross-functional teams.

The Project Engineer reports to the Senior Engineer.

This role:

- Performs a range of engineering and project management work including document preparation; specifications and standards; contract administration; budgetary oversight; cost estimates; scheduling; and report writing.
- Supervises, coordinates and provides technical and administrative leadership and guidance to a team of professional staff and consultants for maintaining and developing project management standards, tools and templates. Supports implementation and sustainment of a project management information system. Delivers training related to project management standards and systems.
- Prepares and tracks financial aspects of projects in accordance with procurement policies and best practices, and provides project management oversight for multiple projects including contract administration. Sets and monitors project schedules. Monitors and controls costs within own work ensuring the effective and efficient expenditure of allocated funds making recommendations to senior engineers.

- Supports routine projects and key components of complex organizational initiatives managed through the Project Management Office (PMO). Operates within defined scope, schedule, and budget parameters, escalating deviations to senior project managers. May lead projects with well defined outcomes and acts as a resource to junior engineers and technical staff on routine operational issues.
- Assesses, evaluates and incorporates technical requirements including input from external agencies and other Metro Vancouver departments. Explains difficult issues and works to establish consensus and compliance.
- Works with engineering staff and consultants and liaises with internal departments and external contacts including member municipalities, regulatory agencies and the general public; works on multiple simultaneous projects in various stages of completion.
- Researches, analyzes, interprets, and studies technical information. Makes conclusions and diagnoses problems based on a sound understanding and application of engineering principles. Ensures quality standards are upheld in field of specialization and establishes project plans based on priorities of the unit or team.
- Identifies non-standard conditions and makes recommendations for remedy. Uses judgment to adapt and apply procedures to address and resolve unusual or problem situations. Consults on difficult, complex or highly unusual matters or decisions and provides progress and technical updates to senior staff.
- Performs other related duties as required.

To be successful, you have:

- Bachelor of Applied Science degree in a relevant engineering discipline. Completion of a relevant 4 year engineer-in-training program; or an equivalent combination of training and experience.
- Membership or eligibility for immediate membership as a registered Professional Engineer (P.Eng.) with the Professional Engineers and Geoscientists of British Columbia (EGBC).
- Demonstrated experience in system implementation and organizational integration of new tools and platforms.
- Sound technical knowledge and understanding of engineering principles and their application in relevant discipline. Ability to interpret and apply standard engineering and related guidelines to area of specialty such as technical manuals, codes and regulations, contracting policies, safety regulations and corporate and board policies. Ability to develop and review project management standards.
- Demonstrated contract administration and project management skills. Demonstrated proficiency in evaluating proposals, and drafting clear, purpose-driven memos and other business communications to support effective decision-making and documentation. Ability to organize and prioritize a complex series of project components to meet multiple time based deliverables requiring a high level of detail and accuracy. Demonstrates persistence to overcome obstacles. Possesses a solid understanding of procurement processes within public organizations
- Sound written and oral communication skills; ability to communicate effectively both verbally and in writing including letter, report writing, and presentation skills. Ability to draft clear, purpose-driven memos and other business communications to support effective decision-making and documentation. Ability to explain difficult issues and works to establish consensus and compliance.

- Strong interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts. Skill in dealing tactfully and sensitively in a variety of situations including contact with the public, member municipalities, government agencies and contractors.
- Ability to work under general direction and use sound independent judgment in adapting and applying procedures to address and resolve unusual or problem situations. Uses judgment to determine which methods are applicable in any given situation. Sound problem solving skills; ability to analyze business needs and provide strategic input.
- Demonstrated ability to work in a team oriented work environment; contributes to the team with constructive ideas, information and experiences.
- Strong analytical and research skills and ability to present recommendations clearly. Displays a high degree of integrity and professionalism.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, and Project.
- Valid B.C. Class 5 Driver's license.

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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

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 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 July 30, 2025.