



Position Title: Assistant Project Engineer-EIT (Project Delivery PMO)

Position Status: Full-Time Temporary (This position to last not later than June 26, 2026)

Department: Project Delivery

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P1 (\$2,958.00 - \$3,480.73 bi-weekly)

Our Project Delivery Department is seeking an Assistant Project Engineer-EIT who will support the establishment and ongoing enhancement of a Centre of Excellence for Project and Portfolio Management. This role will work collaboratively with senior staff to develop, implement, and maintain project management standards, tools, and templates that enable consistent capital project delivery across the organization. As part of the Project Management Office (PMO), the Assistant Project Engineer will provide day-to-day operational support and contribute to key initiatives including procurement of advisory services to support capital project delivery.

You are: An Engineer with Bachelor of Applied Science degree in a relevant engineering discipline. You have some practical technical and/or project management experience, or an equivalent combination of training and experience. You have experience with design and construction projects, working with large consultant and contractor teams, and a keen desire to work collaboratively across organizations. Strong interpersonal communication skills and adaptability are essential together with the demonstrated ability to work effectively with multi-disciplinary teams and a diverse group of stakeholders. You thrive in a fast-paced environment with the ability to multitask and deliver with competing deadlines.

The Assistant Project Engineer-EIT reports to the Senior Engineer.

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.

- Provides coordination support to the Project and Portfolio Management team, assisting with day-to-day operations and project tracking. The role also supports Request for Proposal (RFP) activities, including monitoring timelines, organizing documentation, and coordinating responses to internal stakeholders. The ideal candidate will possess strong organizational skills, attention to detail, and the ability to manage multiple tasks in a fast-paced environment.
- Interacts and coordinates with internal staff and external consultants 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. Facilitates meetings and project status update sessions with staff and consultants.
- 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 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.

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 August 15, 2025.