



BUILD A CITY. BUILD A FUTURE.



CIVIC FACILITIES PROJECT COORDINATOR (ENGINEERING PROJECT COORDINATOR) REGULAR FULL-TIME

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

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

SCOPE

In this role, you will perform administrative and supervisory duties in project management, planning, coordinating, reporting, monitoring, policy interpretation and cost control.

You will assist senior staff with the preparation, development, review and implementation of departmental policies, practices and procedures, capital work and maintenance programs as well as prepare designs, detail drawings, specifications and project estimates. As a Civic Facilities Project Coordinator (Engineering Project Coordinator), you have a broad range of civic buildings infrastructure design and construction experience and are comfortable in managing the design and construction process and in developing solutions to existing problems.

RESPONSIBILITIES

- Preparing technical documentation (design scope and Terms of References, tracking and reporting financial performance and budgeting for infrastructure projects, preparing funding applications).
- Reviewing engineering designs, preparing reports for asset management.
- Coordinating with the facilities team and associated project management duties.
- Undertaking of policy and technical research and assessment for public and Council presentations.
- Act as a key person responsible for liaising and coordinating with internal staff, external agencies and responding to enquiries from consultants and contractors when required.
- Other job-related duties as assigned.

QUALIFICATIONS

- Completion of a two-year diploma in Architectural and Building Technology or a related discipline from a recognized post-secondary institution.
- Five years related experience with a demonstrated record of technical knowledge, skills and ability and supervisory experience in relevant areas of building operations and maintenance or an equivalent combination of training and experience.
- Must have technical expertise applicable to this role. Experience in the trades is an asset.
- A valid BC driver's license and the use of the incumbent's own vehicle for site visits is required.
- The successful candidate must obtain and maintain a valid Surrey Police Services (SPS) Security Clearance.

Shortlisted applicants will be able to demonstrate:

- Communicates effectively both orally and in writing.
- Understands and effectively carries out oral and written instructions.
- Establishes and maintains effective working relationships.
- Ability to prepare design and contracts for complex City engineering projects.
- Thorough knowledge of relevant design criteria, specifications, conditions of contract and tendering procedures.
- Comprehensive knowledge of engineering practices and theory in the relevant area of engineering. Comprehensive knowledge of good construction practice, estimating and scheduling.
- Comprehensive knowledge of property acquisition and engineering survey practices and procedures.

OTHER INFORMATION

- Hourly Rate: \$47.52 (2024 Rates)
- Hours Per Week: 40

Pay Steps	Hourly Rates
Step 1	\$47.52
Step 2 (6 months)	\$49.52
Step 3 (18 months)	\$51.52
Step 4 (30 months)	\$53.84