

BUILD A CITY. BUILD A FUTURE.



Engineering Project Coordinator - Development Services

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*

Scope

We are looking to add a Project Coordinator to our team of passionate, knowledgeable, and innovative engineering professionals. This person will manage multiple projects at a time, using their technical knowledge and project management skills, to support the land development process. If you are interested in a career that offers challenge and opportunities, we encourage you to keep reading.

This is a intermediate technical and administrative position within the Land Development Division of the Engineering Department. The successful candidate will be responsible to manage the engineering site servicing design process and related administration work for Commercial, Mixed-use, Industrial, Institutional, and Residential developments. This position offers an exciting opportunity to work on a variety of medium to large projects, in collaboration with both internal staff and external organizations.

Employment Status

Regular Full-Time - CUPE

Responsibilities

- You are a self-starter with exceptional organizational skills who can make sound decisions as you handle multiple projects with
- ambitious timelines.
- Your excellent interpersonal, communication and public relations skills will be critical as you engage with many stakeholders,
- including Developers, Consultants, internal stakeholders, and members of the public.
- You embrace new opportunities for growth and thrive working within a multidisciplinary team environment.
- You have the ability to work independently, make appropriate decisions, and solve technical and administrative problems.
- You are a practical thinker with the ability to efficiently resolve technical and administrative issues.

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Apply online at www.surrey.ca/careers



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- You have comprehensive knowledge of the City's engineering specifications as well as good engineering practices and theory of civil engineering.

Qualifications

- Completion of a two-year diploma in Civil 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 civil engineering and/or equivalent combination of training and experience. Must have technical expertise applicable to the specific role.
- Valid Class 5 BC Driver's License.

- **Other Information**

Pay Steps	Hourly Rate (2024)
Step 1	\$47.52
Step 2 (6 months)	\$49.52
Step 3 (18 months)	\$51.52
Step 4 (30 months)	\$53.84

The Posting Closes on November 24, 2025.

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