



BUILD A CITY. BUILD A FUTURE.

Parks Operations Coordinator – Park Development

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

This is an advanced level of professional work related to the design, coordination, and execution of a broad spectrum of park development projects.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

RESPONSIBILITIES

Responsibilities include overseeing park development projects by Contractors and City staff team, through to completion and handoff to Park Operations. This position is integral to the multi-disciplinary leadership team in Park Development Services. The successful candidate will provide input to and/or lead detailed design initiatives. Under the direction of the Manager of Park Development Services, you will develop project execution strategies and deliver on the plan as well as develop project budgets/cost estimates, tender/bidding documents and award contracts in keeping with the established City of Surrey procurement.

Other duties and skills include:

- Team oriented with an open and collaborative approach to project delivery.
- Supervision of staff and contractors as well as assisting in recruitment and training.
- Strong oral and written communications skills along with project management, team leadership and training skills.
- A comprehensive knowledge of the principles, practices, methods, standards (Surrey Park Construction Standards), guidelines and materials used in park construction work.
- Superior public relations and interpersonal skills, as well as the ability to make independent decisions and exercise sound judgment and initiative while performing the duties of the position.
- Strong analytical skills.
- Other duties as required.

QUALIFICATIONS

- Graduation from a recognized University or college, or technical institute with five years related experience OR graduation from a recognized vocational school complete with a trade qualification and a combination of knowledge and experience
- A Valid B.C. Driver's License with a safe driving history

CONDITIONS OF EMPLOYMENT

- This position requires completion of a Police Information Check with a Vulnerable Sector check.
- Successful applicants must provide proof of qualifications.

OTHER INFORMATION

- Hourly Rate: \$47.52 (2024 Rate)

This Posting Closes on December 29, 2025.