



BUILD A CITY. BUILD A FUTURE.



Engineering Project Coordinator

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 an Engineering 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 Utilities division.

Employment Status

Union - CUPE Local 402 - Term (2 Years)

Responsibilities

As the successful candidate, you will:

- Lead the voluntary meter program, including responding to enquires from residents, liaising with internal stakeholders, and monitoring program intakes and budget
- Assist in demand management including water conservation program and non-revenue water reduction
- Assist in condition assessment and monitoring of existing infrastructure
- Track and monitor trends and progress of different programs
- Review detailed design plans, contract documents and technical specifications
- Coordinate operational projects
- Prepare request for proposals and manage Consultant assignments including reviewing and approving consultant and contractor payments and exercise budget control
- Work with internal staff and other City Departments as well as liaise with Consultants, Contractors, Utility Companies, and other agencies

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Qualifications

- Completion of a two-year diploma in 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 engineering and/or equivalent combination of training and experience. Must have technical expertise applicable to the specific role.

In addition, you:

- Have strong interpersonal, verbal and written communication skills.
- Are detail oriented with the ability to produce accurate calculations with limited supervision.
- Have a solid understanding of the City's design criteria and specifications, bylaws and Practice & Procedure (considered an asset).
- Have the ability to think critically and make sound decisions in line with engineering practices and city policies and procedures.
- Have strong ability to innovate, develop concepts, make recommendations, and prepare reports.
- Have proficiency in the use of GIS and Power BI (considered an asset).
- Have a valid and unrestricted driver's license.

Other Information

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

This Posting Closes on March 18, 2026.

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