

BUILD A CITY. BUILD A FUTURE.



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 – Regular Full-time

SCOPE

The Project Coordinator provides technical and administrative support for transportation infrastructure projects, with a focus on asset management, service requests, and design coordination. Reporting to the Transportation Infrastructure Manager, the role involves independent decision-making to resolve project issues and support delivery. You will coordinate with internal staff, consultants, and external stakeholders, prepare technical documentation, and review designs to ensure projects are completed efficiently and in line with City standards.

RESPONSIBILITIES

- Prepare and maintain technical documentation, including concept designs, scopes of work, cost estimates, and project reports.
- Coordinate projects by liaising with internal departments, consultants, contractors, and external stakeholders.
- Review engineering designs and develop conceptual drawings to support capital infrastructure projects.
- Support project delivery through planning, monitoring progress, and tracking schedules, budgets, and deliverables.
- Make decisions on routine to moderately complex project issues, escalating higher risk matters as required.
- Assist with the development and implementation of departmental policies, procedures, and capital programs.
- Review consultant submissions and ensure compliance with City standards, specifications, and contract requirements.
- Conduct site visits and field inspections to monitor project progress and resolve issues.
- Respond to inquiries from staff, contractors, and the public, and provide technical guidance as needed.
- Prepare reports and support presentations for management, stakeholders, and public meetings.
- Perform other project-related technical support duties.

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QUALIFICATIONS

- Completion of a two-year diploma in Engineering Technology from a recognized post-secondary institution
- A minimum of 5 years technical experience, including supervisory experience, or an equivalent combination of training and experience.
- Proficiency with using design software such as AutoCAD; experience with GIS is an asset.
- A demonstrated record of improving knowledge, skills, and abilities in the relevant areas of engineering design and project support.
- Related experience in the public sector, and/or working as a consultant on municipal transportation projects is an asset.
- A valid driver's license is required.

OTHER INFORMATION

Pay Grade: 27

Hourly Rate: \$50.90

Steps	Hourly Rate
Step 1	\$50.90
Step 2 (6 Months)	\$53.04
Step 3 (18 Months)	\$55.19
Step 4 (30 Months)	\$57.67

APPLY

If you are interested in this opportunity, please apply at www.surrey.ca/careers Job ID 7231.

This Posting Closes on August 4, 2026.

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