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Position Title: Project Manager - Coquitlam 2nd Intake

Position Status: Full-Time Regular

Department: Project Delivery

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P5B (\$161,794.85 - \$190,355.78 annually) (2024 wage rates)

Our Project Delivery Department is seeking a Project Manager - Coquitlam 2nd Intake who will manage the Coquitlam Water Supply Projects program. The successful candidate will have extensive experience in leading groups, and designing, constructing and managing large, complex capital projects.

You are: A leader and a proactive team player, who is well versed in project management and skilled in collaboration with multiple stakeholders. You have exemplary communication skills and strong experience in leading major multi-disciplinary infrastructure projects including water intakes, tunnels, water treatment plants, transmission mains, and other large, complex projects.

The Project Manager - Coquitlam 2nd Intake reports to the Director, Major Projects.

This role:

- Works as a technical/specialist expert and is responsible for leading the Coquitlam second intake project including the intake, conveyance infrastructure and filtration treatment facilities. Responsible for managing the project through all phases including preliminary design, detailed design, construction and commissioning.
- Accountable for the project's budget preparation, resource allocations and reporting. Monitors and controls spending ensuring the effective and efficient expenditure of funds within the approved budget. Develops and implements strategic initiatives, guides staff on cost control and is responsible for the project's schedule.
- Leads and manages a multi-disciplinary team consisting of engineering and technical staff, external consulting engineers and project management specialists. Coordinates project activities, facilitates communication and determines resources required.
- Prepares and reviews Requests for Statement of Qualifications and Requests for Proposals. Evaluates submissions and prepares recommendations for the award of engineering services, materials and construction contracts.

- Determines relevant processes and standards for procurement; preliminary and detailed design; contract development; tendering; construction; and commissioning. Performs quality audits to ensure technical standards, corporate policies and procedures are adhered to. Ensures permits and authorizations have been obtained and ensures stakeholders have been adequately consulted.
- Makes decisions to resolve complex technical, financial, contractual, social, environmental and legal challenges encountered throughout the project. Works closely with the project team to address challenges.
- Makes significant decisions and recommendations regarding consulting and/or construction contract claims for change-orders and extra work. Evaluates the validity of claims by investigating the claimed impacts and exploring alternative methods. May present recommendations for review and approval to the Director, General Manager or CAO depending on scope.
- Responsible for hiring, directing and motivating staff. Monitors performance towards division, department and corporate objectives and ensures staff adhere to corporate and board policies. Leads, coaches and develops staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience.
- Liaises with other divisions, departments, external agencies, regulators, municipalities and the public on various issues affecting the project's work. Partners with consultants and technical associations to further objectives ensuring adequate engagement and communication in all project stages. Works diligently to incorporate relevant operating and maintenance considerations and to garner support, input and resources necessary to effectively complete work.
- Ensures the project's activities are consistent with the organization's values and goals. Addresses critical and complex project emergencies; facilitates information sharing among staff to transfer knowledge and experience; and provides progress reports to senior managers, political committees and the Board as required.
- Provides advice and guidance on approach and problem situations to others within Metro Vancouver and on behalf of the organization to contacts external to the organization; represents the organization to the media, elected officials, and the public as required.
- Performs other related duties as required.

To be successful, you have:

- Bachelor of Applied Science Degree in Civil Engineering. 10 years of progressive experience managing major infrastructure projects; or an equivalent combination of training and experience.
- Membership of eligibility for immediate membership as a registered Professional Engineer (P.Eng.) with Engineers and Geoscientists of British Columbia (EGBC). Formal project management training or certification is preferred.
- Extensive technical expertise and understanding of civil, geotechnical and tunnelling, mechanical, electrical, structural, environmental and process engineering principles, standards and best practices relevant to the Coquitlam Water Supply program, and understanding of technical review and dispute resolution boards, geotechnical baseline reports, and quantitative risk assessments. Superior ability to interpret, apply and advise others on engineering and related guidelines such as technical manuals, codes and regulations, and contracting policies. Expert contract administration and project management skills. Demonstrated ability to lead a large complex capital project requiring coordination amongst various divisions, disciplines, departments, external agencies and consultants.

- Excellent written and oral communication skills including sound report writing and presentation skills. Persuasively communicates complex information to diverse audiences and upholds the reputation of the organization in communications with the public, contractors, member municipalities, external agencies, the media, and elected officials.
- Excellent interpersonal skills and ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be controversial, considerably complex and time sensitive. Skilled in dealing openly, tactfully and sensitively in a variety of situations.
- Demonstrated ability to work in a team oriented work environment and contribute with constructive ideas and experiences. Ability to effectively deal with disagreements to prevent the escalation of conflict; seeks to include team members in decisions that will impact them. Ability to make complex and sometimes controversial decisions; exercise a high degree of independent judgment; effectively administer work through unforeseen circumstances; and resolve problems with implications beyond the work at hand. Strong organizational and time management skills.
- Ability to lead, supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and provide leadership to a number of 'support but does not report' working relationships. Sound understanding of and ability to consistently apply labour and employee relations principles and practices including applicable collective agreements and corporate policies.
- Proficiency using Microsoft Office programs including Word, Excel, Outlook and Project.
- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by July 16, 2026.