



BUILD A CITY. BUILD A FUTURE.



PROJECT COORDINATOR, PROJECT DELIVERY 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 Local 402 – Regular Full-time

SCOPE

Reporting to the Director, Project Delivery, this is a technical position providing project coordination to the Surrey-Langley Skytrain Project (SLSP) Team and across internal City departments; including project scheduling, project issue tracking, general reporting, and technical analysis in alignment with the Project Mandate. Furthermore, this position will support the delivery of the Engineering Capital Program, including water, sewer, drainage utilities, district energy, and transportation improvements

RESPONSIBILITIES

- Developing procedures and processes to facilitate the acceptance of City infrastructure built as part of the Surrey Langley Skytrain Project
- Monitoring, and inspecting City infrastructure installed as part of the Surrey Langley Skytrain Project, ensuring construction is performed to City standards, and the SLS Project Municipal Agreement
- Witnesses and approves connections (sanitary, water, drainage) to City infrastructure and undertakes deficiency inspections related to the SLS Project work
- Liaises and coordination with other City Departments, and external levels of governments, and provides ongoing supervision of consultants and contractors
- Delivery of Engineering infrastructure projects and assists in managing operational aspects of these projects
- Prepares and reviews reports, contracts, and documents related to the delivery of infrastructure projects
- Working within the Engineering Department and across City departments as needed to coordinate the resolution of technical issues
- Ability to work within a fast-paced team environment and be flexible with working hours respecting time-sensitivity of timely responses on this project

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HELP US BUILD A WORLD-CLASS CITY.



QUALIFICATIONS

- A two (2) year diploma in a discipline of engineering technology relevant to transportation capital construction and/or project planning
- Five (5) years of engineering experience with a demonstrated record of knowledge, skills and ability, and supervisory experience in relevant areas of engineering or an equivalent combination of related training and experience
- A valid BC driver's license
- Ability to work independently, trustworthy and self-motivated; self-starter
- Strong problem solving and negotiation skills
- Proven ability to provide leadership on engineering projects
- Demonstrated ability to work effectively as part of a cross-functional team
- Strict attention to detail and process oriented
- Excellent analytical skills/Strong time management skills
- Good communication skills, written, verbal and the ability to create presentations to internal and external audiences
- Commitment to working in alignment with the City's Values

ASSETS INCLUDE:

- Considerable related experience in project planning.
- Experience with schedule analysis: critical path definition; milestones, planning risks, and mitigation planning.
- Demonstrated background or natural interest in transportation and rapid transportation.

OTHER INFORMATION

Pay Grade: 27

Hourly Rate: \$50.90

Pay Steps	Hourly Rates
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 7387.

This Posting Closes on November 10, 2026.

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