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## Position Vacancy: Civic Infrastructure Project Coordinator

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*Great City, Great Work, Great Future!*

DEPARTMENT:	<b>Engineering</b>	STATUS:	<b>Full Time</b>
NO. OF POSITIONS:	<b>One</b>	UNION:	<b>CUPE</b>
HOURS OF WORK:	<b>35 hours per week*</b>	SALARY:	<b>\$34.52 to \$40.78 per hour</b>

Working from the Engineering Department, you will administer and coordinate a variety of Engineering and Parks civic infrastructure projects for municipal services. You will plan for renewal and replacement of civic capital assets including liaising closely with City departments to plan and develop new projects. You will prepare annual schedules of capital works projects, determine individual project scope and specifications, evaluate tenders and award contracts, monitor project budgets and work in progress and represent the City in project meetings. You will also develop and recommend policies and bylaws related to the work.

### Requirements include:

- Graduation from an institute of technology with a diploma in civil engineering and/or horticulture with a landscape design & installation specialty; Project Management Certification preferred, plus considerable related experience or an equivalent combination of training and experience
- Considerable knowledge of municipal engineering practices including their application to project design
- Considerable knowledge of civic infrastructure projects process and design principles
- A knowledge of park planning and landscape design
- Considerable knowledge of the methods, materials and equipment used in the construction of municipal utilities
- Knowledge of infrastructure requirements necessary to support a wide range of municipal facilities including engineering, recreational and sport programming
- Sound knowledge of the functions and responsibilities of various internal departments and external agencies as related to the work performed
- Ability to administer civic infrastructure projects and to collect, analyze and synthesize technical, statistical, costing and related data and information including budget preparation, cost tracking and budget management
- Ability to apply some municipal utility design knowledge to the review of drawings for technical adequacy and conformance with applicable municipal bylaws, standards and specifications, and to monitor construction projects, ensuring satisfactory completion of same
- Working knowledge of bylaws applicable to the work
- Ability to establish and maintain effective working relationships both internally and externally
- Ability to prepare, read and interpret plans, specifications, contract documents and related material.
- Ability to communicate effectively orally and in writing, to conduct public consultation, and to prepare various reports, recommendations and presentations related to the work
- Valid BC Driver's License

Apply by sending your resume quoting **competition #11-44, by January 2, 2012** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The City of New Westminster is committed to employment equity.  
We welcome diversity and encourage applications from all qualified individuals.*