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## Position Vacancy: Engineering Projects Coordinator (Engineering Technologist)

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<b>DEPARTMENT:</b>	<b>Engineering Department</b>	<b>STATUS:</b>	<b>Temporary Full-Time – 2 Years</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours/week</b>	<b>SALARY:</b>	<b>\$72,246 - \$83,376 annually plus benefits</b>

Our Engineering department has an exciting opportunity for an experienced Engineering Projects Coordinator. Reporting to the Project Engineer - Development, you will coordinate the construction activities of a major development project in the City's waterfront for compliance with appropriate bylaws, legislation, regulatory requirements and best practices. This position provides liaison between the development project team and various city departments and outside stakeholders (including external agencies) to monitor the construction and the impacts on public travel and access, railway movements, third party utilities, existing infrastructure and other projects in the vicinity.

In this role, you will be responsible for reviewing schedules and plans, field monitoring, meeting with stakeholders, assessing construction activities to mitigate conflicts and ensure regulatory compliance. You will liaise across the organization to promote the awareness of the construction activities and to obtain input in order to pro-actively address potential impacts to residents and businesses. In addition, you possess proven communication skills in making presentations and providing updates on project coordination and policies to various internal and external groups. The work includes preparation of daily logs, meeting minutes and technical documentation.

To be successful in this position you must be highly organized; possess excellent problem solving skills; and the ability to collaborate and engage with a variety of stakeholders. This position will be best suited to an individual that is capable working both in the field and in the office and has the ability to multi task in order to track and coordinate competing projects and interests.

If you possess the following characteristics and skills, we want to meet you!

- You have completed Grade 12 plus graduation from an Institute of Technology with a Diploma in Civil Engineering, plus a minimum of 5 years of directly related experience in coordinating municipal and development projects. Registration with either EGBC or A.Sc.T. is preferred.
- Considerable engineering technical knowledge of the municipal policies, procedures, traffic management, rules and regulations governing construction and development related works and activities.
- Considerable knowledge and experience of the principles, practices and techniques to manage and track multiple task and projects.
- Ability to interpret and explain engineering drawings and plans.
- Exceptional organizational, project management and prioritization skills.
- Ability to utilize latest applications including GIS and other related organizational or project management software.
- A natural ability to successfully build working relationships with internal and external contacts, including with residents, local businesses, contractors and consultants with a good understanding of public engagement and communication needs, programs and activities.
- Ability to recommend and prepare informational materials for various internal and external groups.
- Sound knowledge WorkSafe BC regulations governing the work performed.
- Sound knowledge of Railways requirements.
- Exceptional record-keeping skills both manually and electronically.
- A positive, energetic "can-do" approach to work.
- Valid BC Driver's License

Apply by sending your resume quoting **competition #19-97, by August 1<sup>st</sup>, 2019** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9,  
Fax: 604-527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*The City of New Westminister welcomes diversity and encourages applications from all qualified individuals.  
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*