

DEPARTMENT:	Engineering	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	40 HOURS / WEEK	SALARY:	\$75,992 - \$89,621 annually plus benefits (2021 rates)

Engineering Operations has an exciting opportunity available! Reporting to the Manager, Engineering Operations, the Operations Coordinator will perform a variety of technical and administrative duties, mainly coordinating capital, maintenance and operational projects related to the Operations Division of Engineering. This position acts as a liaison between operations, other City departments, consultants, contractors and external stakeholders by providing technical advice, establishing and maintaining procedural standards and processes, reviewing and monitoring project plans and other related project initiatives.

Duties and responsibilities include:

- Assisting in the research, development and administration of Operations initiatives, maintenance schedules and programs;
- Coordinating staff training and development, and providing technical advice and training to public works staff;
- Developing and establishing operational procedures and policies;
- Liaising with and coordinating operations, other City departments, consultants and contractors on projects and initiatives including preparing project schedules and monitoring budgets; chairing meetings related to assigned projects and initiatives and monitoring work progress;
- Conducting field inspections;
- Investigating and reporting on property and personal injury claims;
- Collecting data and conducting analysis using systems, such as an infrastructure maintenance management system; and
- Providing relief coverage for branch supervisors as required.

If you have the following characteristics and qualifications, we want to hear from you:

- Completion of a Diploma in civil engineering or related field, including or supplemented by courses in project management, plus related experience or an equivalent combination of training and experience.
- Considerable knowledge and experience in managing multiple tasks and projects.
- Exceptional organizational, project management and prioritization skills.
- Effective problem solving and decision making abilities.
- A natural ability to build relationships and communicate professionally with a variety of internal and external stakeholders.
- Ability to utilize a variety of software programs and applications such as MS Office Suite, JD Edwards, Tempest, Kronos & Cityworks.
- Ability to provide technical information and assistance to various internal and external groups.
- Sound knowledge of WorkSafe BC regulations governing the work performed.
- Exceptional manual and electronic record-keeping skills.
- A positive, energetic “can-do” approach to work.
- Must possess and maintain a valid Class 5 BC Driver’s License and clean driving record.
- Ability to pass and maintain a clear Police Information Check.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by May 31, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-107**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. *New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

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.