



The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

Engineering Assistant 3 – Corporate Facilities

In this role, you will perform administrative and supervisory duties in project management, planning, coordinating, reporting, monitoring, policy interpretation and cost control.

You will assist senior staff with the preparation, development, review and implementation of departmental policies, practices and procedures, capital work and maintenance programs as well as prepare designs, detail drawings, specifications and project estimates.

You have a broad range of civic buildings infrastructure design and construction experience and are comfortable in managing the design and construction process and in developing solutions to existing problems. You are a team player who thrives in a challenging environment and possess excellent communication skills, both written and oral. Proficiency in the use of standard MS Office software is essential.

The successful candidate will have:

- Completion of a two-year diploma in Architectural and Building Technology or a related discipline from a recognized post-secondary institution
- 5 years relate experience with a demonstrated record of technical knowledge, skills and ability
- Supervisory experience in relevant areas of building operations and maintenance
- An equivalent combination of training and experience may be considered
- A valid BC driver's license with a safe driving record

Assets include:

- Technical and project management directly with design and construction of industrial and/or commercial facilities.
- Directly related municipal experience
- Courses or training in project management