

PORT MOODY

CITY OF THE ARTS

The City of Port Moody is a growing community of 34,000 residents located 30 minutes east of downtown Vancouver at the head of the Burrard Inlet and just steps from seaside parks, mountain trails and lakes. To achieve our mission of providing services that enhance the quality of life for all of our residents, we are looking for motivated individuals to complement our team.

- Title** Engineering Project Coordinator
- Job ID** 18-06
- Job Class** Regular Full-time
- Employment Group** CUPE 825 (Inside)
- Posting Period** January 26 - Feb 9, 2018
- Position Overview** The City of Port Moody is looking for an enthusiastic and experienced individual for the multi-faceted and collaborative role of Engineering Project Coordinator.
- Responsibilities** The Engineering Project Coordinator will assist with budget and capital plan preparation and will monitor capital project expenditures and draft related reports as well as coordinating year-end requirements and administering related processes and filing systems. This position will collaborate with the Purchasing department to coordinate procurement requests and will draft related documents and procurement packages. The Engineering Project Coordinator will coordinate projects and programs such as the Integrated Watershed management Program and the Cross Connection Control Program. This position will also maintain databases, spreadsheets, project records, project tracking systems, and prepare tables, graphs, charts and presentation material. The Engineering Project Assistant will assist in researching and preparing and tracking grant applications and will also liaise with, and provide information to, a variety of agencies and internal and external contacts.
- Requirements** Please note that employment with the City of Port Moody is subject to the receipt of a satisfactory police records check and also a satisfactory driver's abstract. **Please submit your online application @ www.portmoody.ca/jobs by the posting close date.**
- Basic Qualifications**
- Two year diploma in Supply Chain Management, Engineering, Project Management / Construction Project Administration or Business Administration and minimum two years of directly related municipal experience
 - Civil / Environmental education and experience with Civil / Environmental engineering practices and work experience would be an asset
 - Knowledge of financial processes and experience with budgeting, monitoring and reporting, preferably in a municipal environment
 - Understanding of project management fundamentals, including scheduling and risk management
 - Training and experience in procurement and knowledge of MMCD Contract Standards
 - Advanced Excel skills and experience with electronic file management
 - Working knowledge of basic research techniques, relevant information sources, and the principles and practices of office record keeping
 - Ability to maintain complex records and to prepare periodic narrative and statistical reports from same and to update web pages with related data
 - Ability to extract, organize and summarize data and narrative information from a variety of sources
 - Ability to establish and maintain effective working relationships with staff, officials and other contacts
- Compensation - Hourly** under review
- Compensation & Benefits Overview** The City of Port Moody strives to be an employer of choice and offers an excellent benefits package as well as professional development opportunities.