



Contract Administrator - Engineering Regular Full Time

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

As a member of our Engineering and Public Works, Design and Construction team, you will use a combination of technical and administrative engineering skills on municipal utilities and road construction projects. The work focuses on administering capital construction projects, including reviewing engineering design plans and contract specifications, administering construction contracts, performing site inspections, and supervising the work of technical staff. You will exercise a considerable amount of independence within established project priorities. The Design and Construction team delivers approximately \$50 Million in projects each year, and you will be a critical part of the team.

Equipped with sound knowledge of engineering and project administration, you have the ability to interpret plans, specifications and contracts. In addition to considerable experience, preferably in a municipal setting, you have a diploma in Civil and Structural Technology and courses in project management, or an equivalent combination of training and experience. Membership (or eligibility) with the Applied Science Technologists and Technicians of B.C. or approved equivalent is required. A valid driver's license is also a requirement.

Good people make Coquitlam great - sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

The City offers a competitive salary of \$43.82 to \$51.78 hourly, an excellent benefits package and the ability to take part in an earned day off program. This position is based in Coquitlam with some flexible, remote work options available. The City of Coquitlam has a vaccination policy which is currently suspended. However, should the policy come into effect, it will be a requirement for all current and future employees.

Applicants under consideration may be required to undergo a police security clearance evaluation.

Please apply online at www.coquitlam.ca/careers by 11:55 pm on June 27, 2022.

*The City of Coquitlam is an Equal Opportunity Employer.
We thank all applicants for their interest; however, only those selected for an interview will be contacted.*