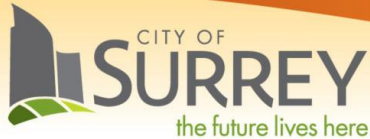




Create the city of tomorrow, today.



PARKS, RECREATION, AND CULTURE CAREERS

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.

Park Operations Coordinator – Contracts & Special Projects Coordinator

We are looking to add to our team of passionate, knowledgeable, and innovative multidisciplinary professionals a regular full-time Park Operations Coordinator, who will play a key role in contract management of Park's services. If you are interested in a career that offers challenge and opportunities, we encourage you to keep reading.

- You will use your contract management skills to assist with the procurement of service contracts related to the maintenance of various city-wide park sites administration of service contracts and agreements. You will monitor, inspect and provide feedback on quality of work to contractors and other related service providers.
- You will have comprehensive knowledge of the practices, standards, and guidelines of maintenance and operation of parks and related facilities.
- Using your excellent judgment and decision making skills, you will inspect the quality of work and ensure safe practices of work sites.
- Your superb communication, public relations, and customer service skills will be invaluable with responding to public inquiries and requests related to applicable services. You will also provide support services related to park activities including bookings, events and special requests.
- You have strong aptitude to use computer software. Understanding of financial and asset management systems is preferred.
- You will use your leadership and supervisory skills to oversee staff, and contractors as well as assisting in recruitment and training.

Qualified applicants will have:

- Graduated from a recognized University or college, or technical institute with five years related experience **or** graduation from a recognized vocational school complete with a trade qualification and a combination of knowledge and experience.
- A Valid B.C. Driver's License, and be able to successfully pass a Criminal Record Check.

The City of Surrey offers a competitive compensation package including comprehensive extended health coverage, contributions to the Municipal Pension Plan, 3 weeks' vacation, continuing education reimbursement, professional membership dues, employee wellness passes and much more.

To apply online, go to our website.
www.surreycareers.ca

integrity | service | teamwork | innovation | community

