



## PROJECT DELIVERY LEAD 1

### Regular Full-Time

#### About Us

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!

#### About You / What We Are Looking For

The City of Coquitlam is seeking a motivated individual to join our Capital Projects team in a supporting capacity as Project Delivery Lead 1 (PDL1). This role supports the successful delivery of civic infrastructure projects such as parks, recreation, culture, and facilities by assisting Project Managers and Senior Project Managers in day-to-day project execution.

As a Project Delivery Lead 1, you will play a key role in providing coordination, documentation, and logistical support across a variety of capital projects. Working closely with internal project leads, consultants, and contractors, your responsibilities will include:

- Assisting with the preparation and coordination of technical reports, tender documents, and contracts
- Supporting the tracking of project schedules, budgets, risk registers, and change logs
- Preparing and distributing meeting agendas, and capturing accurate minutes and action items during project and consultant meetings
- Coordinating invoice processing, change order documentation, and payment claims
- Conducting routine site visits to support contract compliance and reporting requirements
- Helping manage project documentation including formatting, version control, and formal filing of key records such as executed contracts, certificates of payment, council reports, and change orders
- Maintaining document control protocols to ensure accessibility and traceability of project documentation
- Updating and maintaining detailed project schedules using MS Project
- Monitoring capital budgets and updating financial tracking logs to reflect commitments, forecasts, and expenditures
- Supporting the preparation of monthly project status updates, risk registers, and dashboards
- Assisting with the development and implementation of other project control tools as needed to support project oversight and informed decision-making
- Assisting in preparing consultant terms of reference and supporting procurement processes
- Supporting Project Managers in resolving project issues and coordinating communications with internal interest holders and external consultants

The ideal candidate will have foundational knowledge of capital project lifecycles, construction documents, and procurement processes, along with an understanding of municipal codes, bylaws, and project management principles. Strong organizational skills, attention to detail, and the ability to work independently under direction are essential. The successful candidate will also demonstrate effective communication skills and the ability to contribute positively to a collaborative project team environment.

#### Minimum Qualifications

- A diploma or degree in Business, Architecture, Engineering, Construction Management, or Building Technology.
- Experience coordinating or supporting major and complex construction projects related to parks and/or facilities.
- A valid Driver's License for the Province of British Columbia (with a satisfactory driving record).

#### Preferred Qualifications

- Courses in project management (PMP would be considered an asset).



- Experience in a similar role within a public or private sector environment.

#### **What We Offer:**

This CUPE position has an hourly rate range of \$47.67 - \$56.34. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

#### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

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!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on July 9, 2025.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*