

BUILD A CITY. BUILD A FUTURE.



PROJECT COORDINATOR – SANITARY PLANNING

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

Join one of Canada's largest and most innovative sewer utilities as a Project Coordinator in our Sanitary Planning Section. This is a senior technical and administrative role within the Utilities Division, offering diverse experience in sewer system planning, design coordination, asset management, and source control programs. You'll work with a dynamic team to review development applications, manage inspection and rehabilitation projects, analyze system performance, and support infrastructure planning for a rapidly growing city.

EMPLOYMENT STATUS

Union – CUPE Local 402 – Regular Full-Time

RESPONSIBILITIES

- Review and provide technical input on design drawings, contract documents, and specifications for engineering and land development projects.
- Implement and manage data collection programs (e.g. flow monitoring, odour control).
- Operate sewer hydraulic models and conduct detailed performance analyses of the sanitary sewer system.
- Analyze flow monitoring and operational data to assess inflow and infiltration (I&I) levels.
- Lead I&I inspection and rehabilitation programs, including field investigations, contractor and consultant management and public engagement.
- Manage sewer planning technical assignments for Neighbourhood Concept Plans (NCPs), evaluating servicing needs and infrastructure upgrades for new developments.
- Provide technical support around asset management and renewal planning for the City's sanitary infrastructure• Coordinate with regional and neighbouring municipalities on sewer utility operations and administration.
- Develop work plans and manage external consultants for various sewer planning projects and initiatives.
- Collaborate with internal departments and external partners (e.g. consultants, contractors, municipalities, utility companies, and other agencies) to support sewer planning projects and programs.

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QUALIFICATIONS

- Completion of a two-year diploma or longer in a discipline of Engineering Technology (ie: Civil Engineering) relevant to the position from a recognized post-secondary institution.
- Registration or ability to register with the Association of Applied Science Technologists BC, or Engineers and Geoscientists BC.
- Minimum five years of relevant civil engineering experience, with a demonstrated technical knowledge and supervisory experience and/or equivalent combination of training and experience
- Valid and unrestricted driver's license.

PREFERRED SKILLS AND ASSETS

- Experience with ArcGIS, InfoWorks ICM, PowerBI, MS Access, and Microsoft Office.
- Strong communication, problem-solving, and analytical skills.
- Ability to work independently and collaboratively in both office and field environments.
- Familiarity with utility planning, asset management, and linear infrastructure design.
- Customer service experience and comfort interacting with the public.

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OTHER INFORMATION

Pay Steps	Hourly Rate (2024 Rates)
Step 1	\$47.52
Step 2 (6 Months)	\$49.52
Step 3 (18 Months)	\$51.52
Step 4 (30 Months)	\$53.82

This Posting Closes on September 26, 2025.

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