
Project Coordinator

DEPARTMENT:	Engineering and Public Works	STATUS:	Temporary Full Time
NO. OF POSITIONS:	2	UNION:	CUPE Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$49.35 to \$58.32 per hour + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The position is within the Capital Projects team in the Civic Buildings & Properties Division within the Engineering and Public Works Department at the City of New Westminster. This team is responsible for planning and delivering capital projects related to the City's buildings (specifically major replacements, upgrades, renovations and new building projects). Reporting to the Senior Project Managers of Capital and Renewal Planning, you will manage projects to support and coordinate a variety of small to medium sized civic facilities capital construction, renewal and renovation projects; and support the delivery of New Westminster's vision for asset management and capital project delivery.

In this role, you will primarily be responsible for the delivery of planned and initiated Civic Buildings Capital projects, but this role may also support initiating and planning of projects under the guidance of a Senior Project Manager. The work will include following project management best practices to monitor project scope, schedules, and budgets against established project baselines, manage key project documents and oversee project plans, working drawings and completed work to ensure it aligns with established guidelines and project expectations. The incumbent in this role will also support the preparation of reports, tender documents, and contracts; participate in departmental planning processes; serve as a liaison between consultants, contactors and internal City departments; and prepare/review a variety of technical and administrative materials throughout the project lifecycle.

We are looking for an agile learner and a creative team member who values collaboration and has impeccable time management and organization skills; as well as a passion for design, construction, and building processes in the municipal sector.

REQUIREMENTS:

- Completion of a diploma or degree in architectural, engineering, building technology or related field from a recognized post-secondary institution, supplemented by courses in project management, plus considerable related experience; or an equivalent combination of training and experience.
- Completion of the PMP Certification is considered an asset.

- Considerable knowledge of architectural design and construction principles and practices as applicable to the work performed.
- Considerable knowledge of construction terms of reference and contracts and BC Building Code, zoning and related municipal legislation governing the work performed.
- Considerable knowledge of building costs, materials, methods and practices as related to the work performed.
- Sound knowledge of project management best practices, principles and procedures as related to the work;
- Sound knowledge of standard budgeting and costing procedures related to the work performed.
- Sound knowledge of safety regulations, policies and procedures applicable to the work performed.
- Ability to coordinate design and construction work for assigned civic facilities capital projects, ensuring for adherence to establish schedules, budgets, guidelines, and standards.
- Ability to review, analyze, assess and interpret plans, specifications, contracts and other material related to the work.
- Ability to serve as a liaison and coordinator between consultants, contractors and user departments to ensure for desired results.
- Ability to deal effectively and tactfully and to maintain cooperative working relationships with a wide variety of internal and external contacts.
- Ability to prepare and maintain reports, records, correspondence and various other material related to the work.
- Valid Class 5 BC Driver's License and clean driver's abstract.
- Must be able to pass and maintain a clear Police Information Check.

Apply by sending your **cover letter and resume in one document**

at www.newwestcity.ca/employment by **April 7, 2026**

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*