



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20260731_ENGC
POSITION TITLE:	ENGINEERING COORDINATOR
DEPARTMENT:	ENGINEERING
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 11 - \$44.02/hr (2026 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm, 35 hours per week
BENEFITS:	A comprehensive benefits package per the terms of the Collective Agreement

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City of Colwood has an opportunity for a **Full-Time Regular ENGINEERING COORDINATOR** in the **Engineering Department**. This is a UNION position with CUPE Local 374.

Our ideal candidate is an experienced administrative professional, including experience working within an engineering environment, with demonstrated understanding of basic technical engineering principles which they can apply contextually to their work. They are skilled at leading the coordination of work within a busy team to ensure efficiency, quality service delivery, and ultimately collective success.

NATURE AND SCOPE OF WORK

Reporting to the Director of Engineering or designate, the Engineering Coordinator provides specialized administrative support to the Engineering Department, assisting the Director and the Manager of Engineering in completion of their duties and coordinating the administrative and some technical aspects of the Engineering team's work. The position provides functional supervision to the Engineering Assistant and requires a high degree of interpersonal skills, independent judgement, initiative, creative problem-solving abilities and accuracy in carrying out assignments, some of which are confidential in nature. This position works in a fast-paced environment and requires the ability to understand the engineering environment, including familiarity with basic technical principles, to be successful supporting and contributing to the team's work under tight deadlines.

As a member of the City of Colwood team and workplace community, and working in a role responsible for the functional supervision of others, the incumbent is responsible for modelling, promoting, and ensuring adherence to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to





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ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of Grade 12 plus education in Local Government Administration, Records Management, or equivalent combination of training and experience.
- Minimum 5 years related administrative experience in a local government environment or related environment; experience working in an engineering environment is preferred.
- Working knowledge of legislation and formal records management practices applicable to the work and functions of various municipal departments.
- Demonstrated knowledge of basic technical engineering principles is a strong asset.
- Knowledge and experience working with SharePoint is an asset.
- Supervisory experience is an asset.

LICENSES AND CERTIFICATIONS

- A valid Class 5 BC Drivers License with driver's abstract acceptable to the City.

A complete job description is attached to this posting.

Using the subject line **POSTING ID# COC20260731_ENGC**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the Director of Engineering, at careers@colwood.ca.

The posting closes at 4:30pm on Thursday, August 13, 2026.

Short-listed applicants will be invited to participate in a job-related practical assessment exercise to demonstrate their knowledge, skills, and abilities relevant to the core requirements of the position as part of the selection process.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

