



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: ENGINEERING COORDINATOR
DEPARTMENT: ENGINEERING
POSITION TYPE: FULL TIME UNION POSITION
PAY GRADE: PAY GRADE 11
LAST UPDATED: JULY 2026 (under review)

NATURE AND SCOPE OF WORK

This position reports to the Director of Engineering or designate. The Engineering Coordinator is responsible for completing and coordinating a variety of complex administrative, technical administrative, legislative and research tasks and projects to support the City.

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

TYPICAL DUTIES AND RESPONSIBILITIES

- Proactively assists the Director and the Manager of Engineering and other engineering staff in effectively carrying out their duties by performing technical, complex administrative and clerical work as required.
- Responsible for the overall administrative function of the engineering department.
- Provides functional supervision to the Engineering Assistant including setting administrative work priorities and assigning duties/tasks.
- Amends and maintains consolidated copies of the Subdivision and Development of Land Bylaw, DCC Bylaws, Highways Use Bylaw, Blasting Bylaw, Soil Deposit and Soil Removal Bylaw, Sanitary Sewer Bylaw, and other engineering documents for distribution to the public and various city departments. Assists the Corporate Officer as the Corporate Officer may require, to prepare consolidated bylaws related to the departmental work and be responsible for ensuring that the latest copies of these bylaws are posted on the website and provided to technical staff.
- Ensures all Traffic Control Orders, Blasting Permits, Soil Permits, Right of Way Permits, and other similar matters that may arise are issued in a timely manner by administrative staff. Issues and tracks



Blasting permits, Soil Deposit Permits, Soil Removal Permits, Traffic Control Orders, Purchase Orders and Invoices for the department (permits must be annotated approved by a technical member of the department). Creates and maintains databases of all of these applications, orders and permits and make them available to other staff and on the City website.

- Assists with policy formulation, engineering department programs and objectives, and supporting a variety of broad divisional matters.
- Prepares and maintains a variety of documentation such as reports, plans, drawings, records, correspondence.
- Produces and manages reports, statistics and records, including but not limited to sewer, drainage and traffic.
- Provides research and assists in preparing Council reports, presentations and technical studies.
- Acts as a liaison between the City departments, consultants and other key stakeholders, e.g. developers.
- Maintains positive client/public relationships.
- Assists with other Engineering activities and team projects/programs as required.
- Performs other related duties as required.

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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to function efficiently with minimal direction to establish and maintain effective working relationships with municipal officials and other employees, to meet and successfully serve the public on a continuing basis.
- Ability to lead and supervise others.
- Demonstrated knowledge of basic technical engineering principles and ability to contextually apply to work assignments and/or interest, aptitude, initiative and commitment to learn and develop.
- Ability to maintain the confidentiality of matters as required.
- Ability to work well under pressure and to a deadline with attention to detail and manage competing priorities.
- Familiarity and proficiency with Microsoft Office, Tempest and iCompass.
- Working knowledge of records management practices.
- Working knowledge of the *Local Government Act*, *Community Charter* and *Freedom of Information and Protection of Privacy Act*.



- Knowledge of legislative practices, procedures and standards.
- Strong written and verbal communication skills.
- Ability to effectively read and interpret information, maintain accurate records and document data for engineering records.
- Excellent organizational skills.
- Demonstrate proficiency in the core competencies of:
 - Adaptability: Willingness to be flexible in a changing environment.
 - Relationship Building: Establishes and maintains respectful and cooperative working relationships.
 - Effective Communication: Communicates effectively with others.
 - Problem Solving: Recognizes and acts to resolve problems.
 - Organization: Organizes the work so that others will understand it and will be able to achieve the City's goals.
 - Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
 - Safety Focus: Mindful of physical and psychological safety at all times and performs work in a way that minimizes risk of injury to self or others.
 - Customer Focus: Provides excellent service to both internal and external customers.
 - Personal insight and Rapport: demonstrates Colwood's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, and demonstrates courage to do what is right.
 - Compassion, empathy, integrity, and strength of character.

Working Conditions/Job Environment

- Work is conducted in an open and shared office environment.
- Occasional field/site visits to construction areas and/or near traffic, which might involve walking on uneven terrain, standing for short periods and/or light lifting of materials.