



Engineering Project Coordinator

Who We are

The Greater Moncton Roméo LeBlanc International Airport (YQM) is a progressive airport and the leading airport in the central Maritimes. Everyone associated with the airport strives to provide superior air service to passengers travelling all over the world and to the global cargo industry -safe, convenient, efficient, bilingual and business-like.

YQM also strives to maximize its contribution to local and regional economic and community development - it drives over \$665 million of economic activity annually, making it one of the top private-sector economic contributors to New Brunswick's economy.

Your economy. Your airport.

Job Purpose

The Engineering Project Coordinator will be working with the airport operations team to ensure the successful completion of capital and operational projects, including construction of new infrastructure and upgrades to existing infrastructure. They will also support the operations team in maintaining regulatory compliance by being knowledgeable about airport codes and standards and verifying them against projects.

Overview of Duties

- Complete project coordination and management duties on airport projects, including building, civil, electrical, IT, and land development.
- Coordinate and communicate with contractors, consultants, airport staff, tenants and stakeholders.
- Complete site inspections and reports and prepare and review project and contract documentation.
- Support Manager, Engineering & Operations in preparing tender packages and evaluating bids for design and construction services.





- Update, organize and maintain airport library of CAD drawings containing details on airport buildings and field infrastructure.
- Consult CAD drawings to verify various regulatory requirements surrounding the airfield.
- Use field survey equipment to support project work, as well as assist field and electrical maintenance teams in completing tasks such as utility locates, laying out paint markings, measuring dimensions and quantities, etc.
- Support Manager, Engineering & Operations on various tasks related to building and electrical maintenance departments as needed.
- Physical effort is required which includes regularly or frequently moving, using gross and fine motor skills, moving survey equipment, etc.

This position reports to the Manager, Engineering & Operations.

Qualifications

- Engineering Technologist (P.Tech) or equivalent.
- Minimum five (5) years of experience in the field of engineering project coordination/management.
- Experience working with AutoDesk and AutoCAD software.
- Construction inspection experience would be an asset.
- Surveying experience would be an asset.
- Excellent interpersonal skills with the ability to communicate with a wide diverse group of employees with various education levels.
- Experience working at an airport would be an asset.
- Demonstrated knowledge and skills with Microsoft Office Suite products.
- Obtain and maintain Transportation Security Clearance (Transport Canada).

Role is based in Dieppe, New Brunswick. The role is based on a 37.5-hour workweek and pays \$36.96 per hour.

This position is included in the collective bargaining unit (UCTE) for the Greater Moncton International Airport Authority.





Accessibility and Diversity

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please email accessibility@cyqm.ca to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

The Greater Moncton International Airport Authority (GMIAA) values the diversity of the people it hires and serves. Diversity at GMIAA means fostering a workplace in which differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

How to Apply

Applications can be submitted directly through [Indeed](#). Alternatively, applications that require accommodations can be directly submitted via email to accessibility@cyqm.ca.

We thank all those who apply, however only those selected for further consideration will be contacted.

