



Job Title: Regular Full-Time Project Coordinator - Parks

Posting Number: 004934

Department: Safety and Facilities Services Department

Branch: Facilities Management Services

Location: City Hall

Posting Start Date: 2024/07/23

Posting End Date: 2024/08/18 by 4:30pm

Employment Group: CUPE 251

Salary Grade: 10, \$41.96 - \$46.61

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Manager, Parks Planning and Development and supporting the Facilities Management Services Branch, the Project Coordinator is responsible for providing project management services in the areas of parks design and construction with budgets typically ranging from \$25,000 to \$1,000,000.00. The Project Coordinator will undertake all aspects related to the capital delivery of parks development projects, including planning and design, procurement, and contract administration and will also provide landscape architectural expertise on cross-departmental capital projects and planning strategies.

Responsibilities:

- Providing project management services including scope of work, detailed design, drawings, oversees general contractor performance, substantial completion, warranty, formal project hand over and post construction project review;
- Coordinating of construction projects through ongoing field inspections, risk assessment, ensuring contract compliance, quality control, and adherence to health and safety standards;
- Manage, prioritize and plan project delivery for all Park redevelopment projects, including, improvements to parks, playgrounds, trails and splash pads etc. for City facilities;
- Managing the work of external consultants, including the coordination and review of landscape architectural work to ensure design consistency and quality for all aspects of Park Development projects;
- Provide policy and strategic advice to Management;
- Develop and coordinate Requests for Proposal (R.F.P.'s), Request for Quotation (R.F.Q.'s) and Request for Tender (R.F.T.'s) as per the City's procurement bylaw for capital projects;
- Provide project management services including scope of work, detailed design, drawings, oversight of general contractors performance, substantial completion and warranty, formal project hand over and post construction project review;
- Approve invoices, progress draws, changes to the contract, process change orders, ensuring specifications are met and warranty and commissioning processes are followed;
- Provide technical expertise on cross-departmental capital projects and planning strategies;
- Coordinate construction projects through ongoing field inspections, risk assessment, ensuring contract compliance, quality control, and adherence to health and safety standards
- Act as a staff liaison to Advisory Committees as needed;
- Managing internal and external project stakeholders including multi-disciplinary consulting teams, internal corporate workgroups, senior staff, external agencies, special interest groups, and the general public by applying project management methodologies, tracking work plans, timelines and project deliverables;
- Researching industry standards and maintaining a current and progressive understanding of trends, legislation and innovative approaches to ensure best practices are used throughout the project process;
- Preparing concepts and cost estimates for proposed capital projects and providing input into the budget planning process for Parks Development; and
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage and Trust

Requirements:

- Demonstrated knowledge and skill generally associated with the completion of a university degree or three (3) year college diploma in the fields of landscape architecture/design technology, architecture, construction management, engineering and seven (7) years in a municipal project management

environment, preferably in municipal parks development or municipal capital projects developments.

- Project Management Professional (PMP) Certification and Project Management experience is considered an asset.
- Established skills in Microsoft Office Suite, Microsoft Office and experience using relevant software applications (i.e. AutoCAD, GIS, Bluebeam Revue, Adobe including Adobe Creative Suite).
- Demonstrated technical knowledge in the fields of landscape architecture, park design, architecture and/or engineering design and construction.
- Knowledge of workplace safety, building codes, and legislative requirements.
- Experience in preparation of financial and technical reports.
- Excellent project coordination, strong organizational, research and analytical skills.
- Highly developed interpersonal skills with the ability to communicate effectively, both orally and in writing, with staff, elected officials, external agencies, and the general public
- Demonstrated ability to work under pressure and on own initiative in order to meet rigid timelines
- Possession and maintenance of a valid unrestricted Class 'G' Ontario Drivers Licence

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This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application

process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.