



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

Call No.: 25 -4019

Job Designation:	Coordinator – Capital Projects
Department:	Transportation & Engineering
Salary Range:	\$79,327- \$96,756
Job Details:	Full-Time Permanent CUPE 1329
Posting Status:	Open to all current Town of Oakville employees and external applicants.

Reporting to the Supervisor – Surveys and Construction, the Coordinator – Capital Projects overall objective is to assist the Transportation & Engineering Department with the implementation of capital projects through coordination with the Purchasing department; coordination with Asset Management; construction liaison activities; record keeping; website updates and investigative site inspections.

Job Responsibilities:

- Collaborate with Purchasing and Finance departments.
- Prepare and review Requests for Proposals (RFPs) and Tenders to ensure they comply with Town policies and procedures.
- Assist in evaluating submissions for RFPs, Tenders, and Roster submissions for awards.
- Support Contractor and Consultant evaluations.
- Participate in initiatives within the Purchasing and other departments that impact Transportation and Engineering.
- Assist with managing the town's consultant roster, including preparing terms of reference, liaising with other departments, responding to inquiries, and evaluating submissions.
- Provide regular updates to Purchasing on upcoming RFPs/Tenders to help manage workload.
- Ensure all awards through the town's roster are properly documented by project leads.
- Collaborate with Asset Management and other internal departments to identify partnership opportunities, project dependencies, and establish construction schedules, aiming to minimize disruption to residents by combining projects.
- Serve as the primary contact for all inquiries from Service Oakville regarding both construction and non-construction projects.
- Triage, investigate, and respond to all inquiries, drafting professional responses for project leads and senior management.
- Redirect misdirected inquiries to the appropriate department or agencies such as the Region of Halton.
- Forward inquiries to the appropriate project lead.
- Maintain a log of inquiries received and ensure timely follow-up.
- Assist with public information centers (PICs) and related activities, including project website updates and delivery of notices.
- Conduct site visits as needed to determine who is undertaking work and why.
- Provide input to continuously improve internal processes and systems.
- Revise internal processes and systems as required.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies

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- Maintain project records, ensuring reports, milestone designs, issued for tender (IFT) drawings, meeting minutes, etc., are filed in project directories.
- Audit project files and work with Project Leaders to update them as needed.
- Check the completeness of project files and update them with the assistance of project leads.
- Perform other duties as assigned.

Qualifications:

- Completion of a three-year Civil Engineering Technology Program.
- Certified Engineering Technologist (CET) designation from OACETT.
- 3-5 years of progressive experience in a related field.

Skills and Experience:

- Strong verbal and written communication skills for responding to public and Councilor inquiries.
- Familiarity with procuring engineering and contractor services.
- Understanding of engineering contracts and agreements.
- Knowledge of civil engineering projects (e.g., roadworks, stormwater systems) and their impact on residents and businesses.
- Experience in project management and scheduling.
- Proven analytical and problem-solving abilities.
- Ability to work independently.
- Hands-on experience with civil engineering projects such as sidewalks, roadways, storm sewers, watercourses, and retaining walls.
- Experience in developing construction tenders, design requests for proposals, and engineering contracts.
- Knowledge of construction project staging, scheduling, timing requirements, and dependencies.
- Proficiency in reading and interpreting engineering design drawings and contract documents.
- Familiarity with using GIS for reviewing background information on emerging issues.
- Understanding of municipal protocols and processes.
- Valid Ontario Driver's License.
- Personal vehicle required for job duties and corporate business.

Applications for this position must be received at oakville.ca in the employment section no later than midnight on **March 11, 2025.**

DATED: February 18, 2025

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

We thank all applicants and advise that only those selected for an interview will be contacted.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.