



BUILD A CITY. BUILD A FUTURE.



ENGINEERING PROJECT COORDINATOR

(Regular Full Time)

Scope

Are you looking for a career opportunity with great potential for growth that will make a direct impact in the community? We are currently hiring for a Engineering Project Coordinator who will play a vital role within our Transportation Division. Reporting to the Capital Programming & Design Team Lead, you will perform technical work in the areas of asset management, service requests, and infrastructure design. Your decision making and problem-solving abilities will be critical as you review and resolve infrastructure delivery issues in the City.

Responsibilities

- Prepares technical documentation (concept design and scope, terms of references, progress reports and tracking tables, funding applications).
- Makes decisions on issues of varying complexity without the direct involvement of a manager, but able to exercise judgement on when to escalate.
- Reviews engineering designs and develops conceptual and cross-section drawings for capital projects.
- Coordinates and connects with internal staff, external agencies, special interest groups, and responds to enquiries from consultants and the public; and
- Performs other project-related technical support duties.

Qualifications

- Completion of a two-year diploma in Engineering Technology from a recognized post-secondary institution, and a minimum of 5 years technical experience, including supervisory experience, or an equivalent combination of training and experience.
- Proficiency with using design software such as AutoCAD; experience with GIS is an asset.
- A demonstrated record of improving knowledge, skills, and abilities in the relevant areas of engineering design and project support.
- Related experience in the public sector, and/or working as a consultant on municipal transportation projects is an asset.
- A valid driver's license is required.

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Other Information

Pay Steps	Hourly Rate (2024 Rates)
Step 1	\$47.52
Step 2 (6 months)	\$49.52
Step 3 (18 months)	\$51.52
Step 4 (30 months)	\$53.84

This Posting Closes on July 5, 2025.

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