



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Full-Time Infrastructure Delivery Project Coordinator

Posting Number: V-219-25

Department: Economic & Development Services **Branch:** Engineering Services

Location: City Hall

Posting Start Date: 2025/09/22 **Posting End Date:** 2025/10/06 by 4:30p.m.

Group: CUPE 251 **Salary Grade:** 11, \$43.03 - \$50.59

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

Job Description

Reporting to the Manager, Infrastructure Delivery, the Project Coordinator, Infrastructure Delivery is responsible for providing project coordination and administration for City infrastructure projects, including the measurement of service quality, customer satisfaction, and the implementation of continuous improvement programs. This position offers direct support and guidance to staff during the planning/design, procurement and construction phases of projects included in municipal infrastructure projects.

Responsibilities:

- Lead and coordinate the project management function for smaller scale municipal infrastructure projects and assist the Project Manager with larger scale projects. Manage budgets to ensure adequate resources; communicate with senior management, council and stakeholders; conduct site inspections; manage processes and procedures in accordance with city standards, codes and regulations and develop and maintain relationships with a variety of stakeholders
- Manage contractors/trades through performance/site meetings; including dispute resolution, maintaining quality control, health and safety standards and compile and review contract documentation

- Manage project/contract administration including cost controls, schedule control, change orders and provide project coordination services, assist with consultant contracting process
- Liaise with stakeholders to define project scope, develop project cost estimates and prepare scope of work for smaller scale municipal infrastructure projects and represent the City at project meetings and public meetings
- Utilize an established quality assurance program to monitor the delivery of engineering services to the community, ensure timely communication to stakeholders on engineering projects
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Demonstrated knowledge and skill generally associated with at minimum, the completion of a three (3) year college diploma in Civil Engineering (a degree in Engineering is preferred) and five (5) years progressive experience in municipal infrastructure design, at least one (1) year of which is in a leadership capacity, or an equivalent combination of relevant education and experience
- Registration with the Ontario Association of Certified Engineering Technicians and Technologists as a Certified Engineering Technologist (C.E.T.) or as an asset, licensed as a Professional Engineer (P.Eng.) by Professional Engineers Ontario (PEO)
- Project Management Professional (PMP) designation with Project Management Institute (PMI) is a definite asset
- Thorough working knowledge of engineering principles, standard and best practices, materials and methods of construction with considerable knowledge of other related branches of engineering including project management practices and asset management principles
- Comprehensive knowledge of relevant engineering, contract, safety and environmental legislation, regulations, codes and standards (i.e. Municipal Act, Planning Act etc.)
- Detailed knowledge of construction specifications, contract documents and strong numerical and technical skills for technical design review/approval process and associated reports
- Good organizational, project management, research, administrative and analytical skills
- Strong interpersonal and communication skills (oral and written) with the ability to effectively communicate at all levels of the organization
- Established skills and experience using software applications such as Microsoft Office

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.

What the City Offers:

- Competitive salary
- Comprehensive benefits package
- Pension (OMERS)
- Professional development opportunities and/or education reimbursement
- Paid professional association membership for certification maintenance
- Free on-site parking
- Hybrid work
- Employee perks and wellness programming

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.

Apply Online: <https://www.oshawa.ca/en/city-hall/careers.aspx>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

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.