



*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: Temporary Full-Time Project & Quality Assurance Lead – Up to One (1) Year
Posting Number: V-245-25

Department: Community & Operations **Branch:** Community & Environmental Services

Location: Consolidated Operations Depot, Oshawa, ON.

Posting Start Date: 2025/11/07 **Posting End Date:** 2025/11/21 by 4:30pm

Employment Group: Exempt **Salary Grade:** N – \$93,373 – \$109,852 per annum

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

Reporting to the Manager, Municipal Parking & Cemetery the Project & Quality Assurance Lead coordinates and leads project management functions across parking, waste, fleet, cemetery, and animal services. This role ensures projects are delivered on time, within budget, and in compliance with City standards and regulations.

Responsibilities:

- Develop and implement quality assurance policies, procedures, and strategies for projects to ensure consistent and reliable performance, customer satisfaction, and compliance with regulatory requirements
- Liaise with stakeholders to define project scope, develop project cost estimates and prepare scope of work for projects
- Draft and review procurement documents
- Establish quality criteria, assess vendor proposals and monitor contract deliverables
- Organize, review, and monitor project schedules

- Track and analyze budgets to ensure adequate resources for project delivery
- Create and execute project plans and benchmarks
- Coordinate site inspections, lead processes and procedures
- Provide guidance and write reports for Committees and Council on quality performance, issues, and corrective actions
- Prepare agreements and amend bylaws, ensuring that legal documents and governance materials are accurate, compliant, and aligned with directives and requirements
- Complete municipal and industry scans to identify quality trends, risks, and areas for improvement
- Provide guidance on technical solutions for project problems
- Provide support/coverage for management
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Completion of a four (4) year University degree in Business Administration or a related field, plus five (5) years of relevant experience, in municipal governance including bylaws, service operations, stakeholder engagement, report writing, and Council/committee processes
- Knowledge of project and program management, including budgeting, scheduling, risk assessment, and performance measurement
- Excellent communication and analytical skills, both oral and written, to deal effectively with a broad range of senior management, staff, external agencies and the public
- Demonstrated leadership abilities, possess initiative, self-motivation, sound judgment and tact.
- Established skills and experience using relevant software applications (Microsoft Office Suite, Internet, Lagan, Maximo, and GIS)

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.

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.