



*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 Community & Operations Coordinator **Job ID:** J1225-0123

**Department:** Community & Operations      **Branch:** Parks & Roads Operations Services

**Location:** Consolidated Operations Depot, Oshawa, ON.

**Posting Start Date:** 2025/12/09      **Posting End Date:** 2025/12/23 by 4:30pm

**Employment Group:** 251      **Salary Grade:** 10 – \$43.01 – \$47.78 per hour

**Standard Weekly Hours of Work:** 40.00      **Shift Work Required:** No

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Reporting to the Parks Superintendent, the Community & Operations Coordinator is responsible for planning, reviewing, coordinating, project management, and administration of existing and new programs and projects primarily associated, but not limited, with the City of Oshawa's City Parks; Lakeview Park, Lakefront West Park, Alexandra Park, Kinsmen Park, and Rose Valley Park. This includes research, writing, preparing Branch performance reports and City agreements, preparation of tender documents, project management, contract administration, technical drawing review, budget monitoring, preparing funding and grant submissions, and contributing to Council reports, as well as assisting with preparation and administration of Capital and Operational Budgets, annual work plans, and project tracking for Parks, Trails, and Forestry, and preparing responses to complaints and inquiries from residents, internal departments, neighboring municipalities, and other authorities having jurisdiction.

**Responsibilities:**

- Support with the overall management, leadership and co-ordination of the daily functions of all City Parks within this portfolio following approved quality standards

and Provincial Legislation to adhere to maintenance programs, risk management, liability and compliance

- Conduct technical review of Landscaping and Civil engineering drawings
- Coordinate, review, comment, track and administer existing and new City agreements
- Provide technical and operational support to staff and the general public to resolve complaints and inquiry issues
- Coordinate and liaise projects and agreements with external agencies
- Plan, monitor, and control operational expenditures
- Assist in developing scopes of work for outsources services
- Support procurement processes and contract administration
- Assist in coordination of contractors, including scheduling and regular planning meetings
- Conduct performance reviews to ensure service quality, compliance, schedule adherence, and cost-effectiveness
- Ensure accurate and timely documentation of operations maintenance activities, contractor performance, risk assessments, and compliance efforts
- Conduct research and prepare departmental reports, Council reports, and City agreements
- Support interdepartmental initiatives and programs
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

### **Requirements:**

- Completion of a three (3) year diploma in Landscape Architecture, Parks, Civil Engineering, Business Administration or a related field, plus a minimum of five (5) years of relevant experience, including at least three (3) years in a technical review or business administration role
- The following certifications, designations and programs are considered an asset:
  - Project Management Professional (PMP) Designation
  - Occupational Health and Safety Certification
  - CSA Registered Playground Technician Certification
  - Municipal Administration or Public Sector Management Education
- Strong analytical, research, and problem-solving skills
- Excellent administrative and organizational skills
- Strong interpersonal, verbal, and written communication skills
- Proficiency in Microsoft Office applications, PeopleSoft, and Computerized Maintenance Management Systems (CMMS), such as Maximo
- Possession and maintenance of a valid Ontario Driver's Licence, in good standing (minimum Class "G") a driver's abstract showing **no** demerit points, and the ability to pass the Corporation's tests for motor vehicle operation

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.*