



**The Corporation of the City of Brantford  
Environmental Services Department**

requires

**Coordinator of Technical Services**

**Job ID# 2483**

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Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Technical Services, the Coordinator of Technical Services is responsible for coordinating, planning, and supporting the delivery of Capital projects related to the City of Brantford's Environmental Services infrastructure including water treatment and distribution, wastewater treatment and collections, stormwater management systems and solid waste. The Coordinator will also be responsible for overseeing, supporting, and providing input on development applications in relation to water distribution, wastewater collection and storm water collection for the review of the design of water infrastructure, including wastewater and storm infrastructure for various development applications for the City of Brantford Development Engineering Planning And Development Services. Duties include but are not limited to:

- Direct and coordinate work scheduling for the Environmental Services Technical Services team.
- Coordinate any training and licensing required including maintaining training records for staff.
- Coordinate and guide staff with technical design reviews.
- Coordinate, guide and assist staff with Request for Proposal (RFP) preparation and scoring if required.
- Coordinate and guide staff with capital project cost estimates, comprehensive tender contract documents, contract administration and the preparation of payment certificates.
- Support staff with the management of consultants, contractors and stakeholders from inception to completion of capital and operational projects.
- Coordinate and assist with the review of the design of development applications.
- Coordinate the review of applications for telecommunications equipment to be installed on Environmental Services facilities.
- Coordinate and assist with the reporting and preparation of applications for approval by authorities, external agencies and internal departments.
- Maintain effective communication with regulated authorities, contractors and sub-contractors, consultants, City departments such as water, wastewater, development, local industries and businesses, and the public.
- Other duties as assigned.

Salary is currently under review

**QUALIFICATIONS**

- Successful completion of a three (3) year community college diploma in Civil, Construction, Environmental Engineering Technology or equivalent education.
- A minimum of three (3) years of previous experience in design and project management of vertical and/or linear municipal infrastructure.

- Membership in OACETT as a Certified Engineering Technologist (CET) is required.
- A project management professional (PMP) designation would be considered an asset.
- Supervisory and leadership skills are required.
- Knowledge of municipal water and wastewater plant, pumping stations, reservoirs and linear system operations including pertinent legislation, policies, and bylaws within federal, provincial and municipal government.
- Proficient in MS Office, MS Outlook, MS Project or other Project Tracking Systems.
- Strong knowledge with the Canadian Standards Association (CSA), American Water Works Association (AWWA), American Standard and Testing Materials (ASTM), local and provincial legislation, policies and regulations.
- Strong communication and organizational skills to coordinate and plan multiple projects simultaneously.
- Strong project management skills, with proven ability to coordinate and assist staff with multiple projects and ever-changing priorities.
- Good knowledge of tendering procedures and project cost control.
- Demonstrated leadership and team coordination skills.
- Strong analytical, problem-solving and decision-making abilities.
- Ability to go off site for inspections and meetings, always wearing appropriate personal protective equipment (PPE).
- Ability to occasionally attend meetings after regularly scheduled hours (such as Public Information Centers).
- Possess a valid Class G license in good standing with access to a personal vehicle
- IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment

**WAGE/SALARY RANGE:** \$39.26 to \$49.08 per hour (based on a 35-hour work week) plus benefits

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, January 8, 2026, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.