



City of Niagara Falls
POSITION VACANCY

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Call Number:	JR100411
Position:	Project Coordinator – Enterprise Asset Management (EAM)
# of Vacancies:	One (1)
Type of Vacancy:	Contract, Two (2) Years
Division:	Municipal Works
Location of Work:	City Hall (4310 Queen St, Niagara Falls)
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm 35 hours per week
Salary/Wage Range:	\$71,655 - \$89,570 per year plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	March 10, 2026
Closing Date:	March 20, 2026 at 11:59 pm

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume via our Workday portal at www.niagarafalls.ca/jobs Applications must be submitted online.

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

The following description reflects the general details considered necessary to describe the principle functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

Position Title:

Project Coordinator - Enterprise Asset Management (EAM)

Position Summary:

Under the direction of the Manager of Enterprise Asset Management (EAM) Implementation and Continuity, the EAM Project Coordinator will administratively support EAM Project team, as well as be responsible for the development and administration of training and communication resources to support the implementation of the new City-wide EAM software solution in the organization.

Division / Department:

Municipal Works

Responsible To:

Manager of EAM Implementation and Continuity

Supervises:

N/A

Responsible For:

- Support the ERP Project Sponsor and EAM Project Team with a variety of duties, co-ordination and organization of project information.
- Partner with administrative support and ERP Project Leadership to ensure all logistics including facilities locations, training rooms, equipment and materials are in place.
- Arrange meetings, co-ordinate schedules and space locations for EAM Implementation Team and project stakeholders.
- Provide meeting management and documentation support for a variety of project working groups as required.
- Support testing and data input of EAM modules on an ad-hoc basis.
- Prepare internal communication campaigns related to the EAM implementation project including training, system availability and process changes.
- Liaise with EAM Implementation Team to develop communication content for the organization to support successful EAM rollout and adoption of system.
- Evaluate and provide feedback on communication content prepared by EAM Implementation Team. Provide advice and counsel on EAM-related communication.
- Design, deliver and maintain EAM learning solutions and content for the organization and stakeholders including the facilitation of in-class and online learning, presentations and development of user guides.
- Act as primary resource and contact for training delivery and coordination.
- Partner with EAM Implementation Team subject-matter-experts and key stakeholders to ensure learning content is accurate and support the delivery of training and workshops.
- Promote positive aspects of the EAM system and drive system adoption and usage.
- Develop strategies to incorporate learning content in communications and/or training for frequent issues and requests.

- Partner with administrative support to ensure all training logistics, including facilities locations, training rooms, equipment and materials are in place.
- Perform other duties as assigned.

Position Requirements:

- Post-secondary diploma or degree in Business Administration, Communications, Public Relations, Human Resource Management or related field.
- Experience with current learning technologies used for authoring and deploying e-learning tools, learning management systems.
- Excellent writing and editing skills with a high level of accuracy and attention to detail.
- Excellent interpersonal communications and customer service skills with the ability to exercise tact, diplomacy and good judgement.
- An aptitude for understanding finance and procurement processes, systems and policies in a municipal environment is preferred.
- An equivalent combination of education and experience may be considered.