*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 Project Coordinator - Parks
**Posting Number:** J0226-0144
**Department:** Safety & Facilities Services
**Branch:** Facilities Management Services
**Location:** City Hall
**Posting Start Date:** 2026/03/12
**Posting End Date:** 2026/03/26 by 4:30p.m.
**Group:** CUPE 251
**Salary Grade:** 10, $44.43 - $49.36 per hour
**Standard Weekly Hours of Work:** 36.25
**Shift Work Required:** No

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Reporting to the Manager, Parks Planning and Development and supporting the Facilities Management Services Branch, the Parks Project Coordinator is responsible for providing project management services in the areas of park and trail design and construction with budgets typically ranging from $25,000 to $1,000,000.00. The Parks Project Coordinator will undertake all aspects related to the capital delivery of Parks Development and Redevelopment projects, including planning and design, procurement, contract administration, and will also provide landscape architectural expertise on cross-departmental capital projects and planning strategies.

**Responsibilities:**

- Manage, prioritize and plan project delivery for various park development and redevelopment projects, including improvements to parks, playgrounds, trails and splash pads etc. for City Park facilities and open space
- Prepare design concepts for parks, open space, and related facilities; prepares cost estimates, project budget input, and feasibility studies
- Manage the work of external consultants, including the coordination and review of landscape architectural consultant services to ensure design consistency and quality for various aspects of Park Planning and Development projects
- Coordinate or assist with the public input and formal review process for the preparation of park development or renovation plans
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints
- Coordinate landscape designs with operations teams within the Parks Maintenance and Operations Department
- Coordinate, analyze, and synthesize input from internal and external stakeholders that is sometimes conflicting and make recommendations
- Attend and serve on a variety of City committees and task teams
- Act as a staff liaison to Advisory Committees as needed

- Prepare maps, plans, specifications and bid documents for the construction of parks, open spaces, or related facilities
- Develop and coordinate Requests for Proposal (R.F.P.'s), Request for Quotation (R.F.Q.'s) and Request for Tender (R.F.T.'s) as per the City's procurement bylaw for capital projects
- Provide project management services including detailed design drawings, general contractor performance, substantial completion, warranty, formal project hand over and post construction project review
- Coordinate construction projects through ongoing field inspections, risk assessment, ensuring contract compliance, quality control, and adherence to health and safety standards
- Approve invoices, progress draws, changes to the contract, process change orders, ensuring specifications are met and warranty and commissioning processes are followed
- Provide technical expertise on cross-departmental capital projects and planning strategies
- Research industry standards and maintaining a current and progressive understanding of trends, legislation and innovative approaches to ensure best practices are used throughout the project process
- Perform related duties as assigned
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage and Trust

**Requirements:**

The City will consider any equivalent combination of the following knowledge, skills, education, and experience.

<u>Experience:</u>

- Minimum three (3) year college diploma in the fields of Architecture, Landscape Architecture or Engineering
- Seven (7) years of experience in a municipal project management environment, preferably in municipal parks development or municipal capital projects developments
- Experience in planning, landscape design, computer-aided drafting, parks maintenance, landscape construction, or related activities
- Project Management Professional (PMP) Certification and Project Management experience are considered an asset

<u>Knowledge of:</u>

- Principles and practices of landscape architecture
- Principles and practices of park, recreation, and open space planning
- Basic principles and practices of natural resource management
- Pertinent Provincial, Regional, and local bylaws, codes and regulations
- Workplace safety, building codes, and legislative requirements

<u>Ability to:</u>

- Communicate clearly and concisely, both orally and in writing
- Prepare financial and technical reports
- Establish and maintain cooperative working relationships with those contacted in the course of work, including citizens, staff in outside agencies, other City staff, contractors, and elected officials
- Manage time effectively and prioritize competing interests within a heavy workload
- Demonstrate proficiency in Microsoft Office Suite and relevant software applications (i.e. AutoCAD, GIS, Bluebeam Revue, Adobe including Adobe Creative Suite)
- Possess and maintain a valid unrestricted Class 'G' Ontario Driver's License

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.

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.

Apply online at: https://www.oshawa.ca/city-hall/careers/.

*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.*