

Engineering Administrator

Department:	Engineering & Public Works
Status:	Part Time, Permanent
Date Posted:	April 7, 2026
Date Closing:	April 21, 2026
Number of Positions:	1
Scheduled Hours/Shifts:	Up to 30 hours per week
Salary:	\$39.61 to \$44.56 per hour
Flexible Working Arrangements:	Yes
Vacancy Reason:	New Position

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Join the Town of Whitchurch-Stouffville's Engineering and Public Works Department in a role where your organizational and coordination skills support the delivery of key municipal infrastructure initiatives. This position offers varied administrative and financial responsibilities and the opportunity to contribute to efficient, responsive public service that makes a meaningful impact in the community.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If you are contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

The Engineering Administrator is responsible for providing administrative support, financial processing, public and internal communication, tracking and documentation, process and system support, and confidential services to the Manager of Development Engineering and Capital Projects by providing a wide variety of responsible, complex, and confidential administrative duties.

Assists in maintaining efficient operations of the department, including compiling and preparing correspondence, documents, reports, etc.; establishing and maintaining department filing systems; monitoring the department budget; maintaining departmental attendance and activity records; and processing procurement documents and invoices for operating and capital projects.

Coordinates the Manager's schedule and staff meetings, training, and research, and compiles background information; arranges internal and external meetings and appointments; takes formal minutes at meetings; complies with office administration and records management processes and procedures; responds to and/or redirects inquiries/communications; and completes special projects, as assigned. Assists with preparation and reviews of the department's council reports; updates and tracks any potential problems and/or sensitive issues that may affect the manager/Corporation.

Qualifications and Requirements:

- A minimum of a two (2) year Community College Diploma Public Administration, Business Administration, Communications, or related discipline, including proficiency in computer operations, basic accounting and purchasing principles.
- Minimum of two years of related experience, preferably in a municipal environment and at least two years' experience providing support to management.
- Excellent organizational and communication skills. Ability to respond to deadlines and maintain a positive professional attitude. Ability to function as a team member in a public service environment.
- Successful track record in coordinating effective project teams and developing collaborative internal and external business relationships.
- Ability to deal effectively with all levels of the organization, including elected officials, consultants, contractors, community groups and the public while exercising strong relationship and conflict resolution skills.
- Demonstrated experience in organizing meetings, including preparation of agendas, taking minutes, documentation, and circulation of reference materials with attention to details and accuracy.
- Excellent oral, presentation and written communication skills including drafting correspondence, presentation, media items and reports with ability to effectively communicate information to a variety of audiences.
- Excellent interpersonal, organizational, problem solving and analytical skills; couple with the ability to prioritize activities to successfully meet deadlines.
- Thorough working knowledge of Microsoft Office applications with proficient and accurate keyboarding skills.
- Knowledge of applicable legislation, bylaws and the ability to interpret legislation such as Accessibility for Ontarians with Disability Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act, Employment Standards Act.
- Availability to work flexible hours as may be required.
- Class G Driver's License, in good standing and reliable vehicle to use on corporate business.

How to apply:

Please visit our Recruitment Site, [Town of Stouffville - Careers](#) and submit your application in confidence by **April 21, 2026**.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.