

Clarington

We're looking for a Project Coordinator, Construction to join Clarington's Planning & Infrastructure Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Vacancy Status: This posting is for an existing vacancy.

Work Model: Hybrid

Reporting to the Manager of Civil Design and Construction Administration, the Project Coordinator, Construction is responsible for tender preparation and oversight and administration of construction contracts for municipal infrastructure projects such as roads, bridges, watermains, sewers, and stormwater systems. This role ensures that all work is completed in accordance with contract documents, municipal standards, and applicable legislation.

Key Responsibilities

- Responsible for the preparation and review of contracts, budget tracking, review of shop drawings, scheduling and attending progress meetings
- Tracking project budgets throughout the construction delivery, including budget forecasting, cost estimating, scheduling, and subconsultants.
- Preparing tender documents for municipal road infrastructure projects and review of construction designs.
- Ensuring as-built drawings are logged and new infrastructure is submitted to be added to municipal inventory.
- Collaborating with cross functional teams to gather project requirements; liaising with contractors, consultants and internal departments as required.

What you bring

- A University Degree or diploma in Civil Engineering or equivalent combination of education and experience to the satisfaction of the Department.
- Accreditation with the Ontario Association of Certified Technicians and Technologists (OACETT) as a Certified Civil Engineering Technologist.
- A minimum of three (3) years of experience in the construction of municipal infrastructure including experience directly related to Contract Administration and Project Management.
- Experience preparing, reviewing, and managing municipal contracts, and tenders.
- Familiarity with public procurement processes and compliance with municipal, provincial, and federal guidelines and regulations.
- Experience monitoring construction projects for adherence to specifications, timelines, and budgets, while tracking project costs, processing progress payments, managing change orders, and providing cost estimates.
- Understanding of municipal budgeting and cost-control practices.
- Ability to interpret engineering drawings and specifications.
- Proven ability to liaise with contractors, consultants, and internal departments.
- Strong negotiation skills for managing scope changes and contractor disputes.
- Knowledge of municipal bylaws, safety standards, and environmental regulations.
- Experience identifying and mitigating project risks.
- Strong background in maintaining accurate records, preparing reports.
- Strong analytical and problem-solving skills for evaluating compliance and resolving issues.
- Excellent written and verbal communication for preparing reports.
- Organizational and time-management skills to handle multiple projects and deadlines.
- Proficiency in contract management software and Microsoft Office Suite (Excel, Word, Outlook, MS Projects).
- Project Management Professional (PMP) an asset.
- A valid Ontario Driver's License Class "G" with a satisfactory Driver's Abstract and access to reliable transportation. Candidates must provide proof of their Class G licence at the time of the interview.
- Must be legally entitled to work in Canada.

What we offer

- Salary: Grade 6 (\$95,557 - \$116,150) of the 2026 Non-Affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week with the flexibility to attend evening and weekend meetings (on and off site) as required.

Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Candidates selected for an interview must present a valid Ontario Class G driver's licence for verification and will be required to provide a satisfactory driver's abstract if successful in obtaining the position.

Pre-employment testing may consist of written and oral assessments.

How to Apply

Applications will be accepted until **September 23, 2026, at 11:59pm.**

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.