



City of Niagara Falls POSITION VACANCY

Proud to be recognized as one of Hamilton-Niagara's Top Employers!

Call Number:	JR100654
Position:	Project Supervisor – Parks and Landscape
# of Vacancies:	One (1)
Vacancy Status:	This posting is for an existing vacancy.
Type of Vacancy:	Permanent
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:	\$91,423 - \$114,279 per year * plus, a comprehensive benefits package and defined benefit retirement pension <i>*Note: 2027 salary ranges are currently under review</i>
Date Posted:	October 14, 2026
Closing Date:	November 6, 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 <https://niagarafalls.wd10.myworkdayjobs.com/CNF> 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 principal functions of the position identified. It shall not be construed as a detailed description of all the work requirements that may be inherent in such a classification.

Position Title:

Project Supervisor – Parks and Landscape

Position Summary:

Responsible for the planning, design and construction of municipal park, urban realm, streetscape, trail and open space projects. Prepare contracts and tenders and assist in the preparation of staff reports and capital budgets. Provide technical advice and comments on corporate documents and development applications.

Division / Department:

Municipal Works / Engineering (Design & Construction)

Responsible To:

Senior Landscape Architect

Supervises:

Part-time students as required.

Responsible For:

Project Management & Coordination

- Responsible for the planning, design, project management and contract administration of assigned capital projects in a timely and cost-effective manner.
- Develop project plans, schedules, cost estimates and budgets for assigned projects and monitor project expenditures and progress throughout the project lifecycle.
- Manage and evaluate contractors and consultants, including coordinating project activities, addressing issues and disputes, and managing key contact expectations.
- Participate in project close-out activities, including review of deficiencies, completion documentation and transition of completed projects to appropriate City departments.
- Maintain project records, documentation, schedules, budgets and other information related to assigned projects.

Design & Technical Services

- Prepare and review project drawings, specifications, estimates and other technical documentation related to parks, trails, landscape and open space projects.
- Administer construction contracts and conduct site reviews to monitor construction progress, quality and compliance with approved plans, specifications and contract requirements.
- Provide technical support to the Senior Landscape Architect and other City departments on parks, trails, landscape and open space infrastructure including design, project estimating, and forecasting for capital budgets.

Procurement & Contract Administration

- Manage the preparation and issuing of Requests for Quotations, Request for Proposals and Tenders.

- Responsible for bid/proposal evaluation & recommendation, contract management and budgets.
- Manage and track contractor payment certificates, invoices, change orders and other contract documentation.

Government & Community Relations

- Liaise and coordinate projects with the public/ratepayers, private utilities, City interest groups (such as BIAs) and other government agencies.
- Represent the City at public meetings, Committees and Council meetings and provide presentations and information related to assigned projects.
- Prepare staff and council reports that provide recommendations supported by background information, analysis, and documentation as required.
- Perform other duties and responsibilities as assigned.

Position Qualifications:

- Minimum two (2) year college diploma in a landscape design or project management field.
- Minimum four (4) years of progressive experience in parks and trails, project management and/or related construction management, preferably in a municipal environment.
- Valid Class G License.
- Knowledge of land use planning, construction health & safety and environmental planning legislation.
- Knowledge and experience with project management, contractor management, and construction techniques.
- A university degree in Landscape Architecture or related field would be an asset.
- Membership in the Ontario Association of Landscape Architects would be an asset.
- Proficiency in Microsoft Word, Excel, Power Point Presentations, Auto-Cad, and other digital drawing programs would be an asset.

Equipment and Tools Used:

Standard office equipment.

Working Conditions:

Standard office environment with occasional field work.