FULL-TIME PROJECT CO-ORDINATOR
COMPETITION NO.: GI-2026-08

Posting Date:	November 9, 2026	**Closing Date:**	November 20, 2026
Department:	Growth and Infrastructure	**Hours per Week:**	35 hours per week
Benefits Entitlement:	Yes	**Existing Position:**	Yes
Pension Entitlement:	Yes – Employer Matched Contributions	**NOC:**	70010
Salary Level 107:	$96,713 - $120,892 (2026)	**Union:**	Non-Union

Interviews are tentatively scheduled for December 3, 2026. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

Reporting to the Manager of Capital Delivery, the Project Co-ordinator provides professional and comprehensive project management and contract administration services involving a wide range of capital, construction and maintenance service contracts on behalf of the organization. This position is accountable for project schedules and budgets, including presentation to senior leadership up to and including Council as required.

Duties

- Identify priority capital projects based on the City's Asset Management Plan for the purpose of annual and multi-year budgeting
- Manage and administer contracts to ensure work performed complies with contractual requirements, quality specifications and within established schedule and budget parameters
- Manage and resolve day-to-day contract issues (e.g. claims, change orders, clarifications, etc.)
- Carry-out regular field inspections and maintain site activity records for general quality assurance purposes consistent with contract requirements and Corporate expectations
- Complete regular evaluations of contractor performance, address any deficiencies and recommend appropriate corrective measures
- Co-ordinate and participate in commissioning activities
- Monitor and manage schedules, contract financials and contract risks
- Liaise with the Department stakeholders regarding project issues, risks, contemplated change orders, etc.
- Draft various tender and proposal related documents in accordance with the City's Procurement Policy
- Ensure the necessary permits and approvals as identified in the contract are first secured prior to project commencement
- Review and evaluate various tender and proposal submissions and make recommendations
- Review and approve invoices per contract milestones
- Review and interpret drawings and specifications
- Ensure health and safety, and environmental compliance
- Required to participate and support the City of Timmins Continuous Improvement Program in order to help foster a culture of operational excellence
- Act as a departmental advisor to provide consistent compliant technical and functional guidance to management and other staff regarding policies, procedures and program implementation
- Provide regular status updates on various contracts and projects to the Manager
- Carry out other duties as directed by the Manager of Engineering

Qualifications

- Three (3) year College Diploma in a technical field related to Civil Engineering, Architecture, Construction, Project/Contract Management or another related discipline
- Minimum of five (5) years of relevant project/contract management experience in the construction/maintenance field ideally within a municipal government setting
- Familiar with software tools that support project management, maintenance and construction projects (MS Office, project management software, CMMS software).
- Well-developed mediation, negotiation and conflict resolution skills
- Excellent oral and written communication skills with ability to effectively communicate technical information to non-technical audiences
- Excellent interpersonal, organizational and analytical skills; coupled with the ability to prioritized activities to successfully meet deadlines
- Well rounded knowledge of construction methods, best practices, equipment, technologies and design and construction materials
- Ability to read and interpret detailed site plans, engineering drawings and specifications
- Working knowledge and applicable legislation related to procurement, contracts, construction and health and safety (i.e. Ontario Building Code Act, Occupational Health and Safety Act, etc.)
- Clear and current Criminal Record Check with Police Information Check required
- Valid Class G Driver's Licence

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **November 20, 2026**.

Via Email human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.