



Position

Temporary Full-Time (June 2nd, 2025 – December 18, 2026)
J0425-0527

The Town of New Tecumseth is looking for a Project Coordinator, Capital Engineering, to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including **compressed work weeks/ability to work from home up to two (2) days per week**
- competitive wages
- Optional OMERS pension plan
- professional development opportunities

Reporting to the Manager, Capital Engineering, this position is responsible for the coordination of assigned capital projects, programs, and studies related to the planning, design, implementation and construction for all aspects of municipal infrastructure.

How you contribute to our organization:

- Comply with all corporate competencies, values, policies, and procedures at all times.
- Apply project management practices, procedures, methodologies including tools and templates for assigned projects.
- Coordinate engineering studies to identify short and long-term needs of the Municipality's infrastructure such as Municipal Class Environmental Assessments (MCEAs), Master Plans, feasibility studies, etc.
- Prepare Terms of Reference for the release of Requests for Proposal (RFP) and Requests for Quotation (RFQ) procurement documents, review and evaluate submitted proposals/quotations, and participate in selection of RFP and RFQ awards.
- Coordinate and review the work of consultants retained by the Town to undertake engineering services such as MCEA's, Master Plans, servicing studies, road and bridge condition assessments and inspections, topographic surveys, geotechnical services, detailed designs, cost estimates, tender documents, environmental site assessments and designated substances surveys.
- Review, examine and provide comments on drawings, plans, specifications etc. prior to construction contract awards to ensure compliance with applicable standards, procedures, regulations, industry guidelines and best practices.
- Prepare project specific circulations to other departments/agencies for comments and for sign-off from necessary Departmental Managers.
- Perform on-site inspection related to various capital projects including reconstruction and rehabilitation works. Ensures compliance with approved drawings, Provincial and Town standards, policies, engineering requirements, design specifications etc. Responds to emergency situations on construction sites where required and arranges for corrective measures.
- Review, negotiate and recommend project change and extra work, monitor project budgets/schedule, and risks, prepare deficiency notices and letters of default where warranted to the Supervisor or Manager.
- Prepare and process financial documents such as invoices, progress payment certificates, holdbacks, grant funding reporting, and other financial documents related to the project for approval and signature of Supervisor, Manager, and Director.
- Administer and coordinate consulting services for environmental compliance through Environmental Compliance Approvals (ECA) and Environmental Site Assessments (ESA) processes in keeping with the Environmental Protection Act (EPA).
- Perform various calculations, prepares summaries, statistics, inspection reports, and other reports
- Perform other related duties and undertake special projects as assigned.

What you bring to the team:

- Three (3) year College Diploma in Civil Engineering Technology, or Bachelor of Engineering Degree in Civil or Environmental Engineering.
Minimum In progress:
 - o Associate member of Ontario Association of Certified Engineering Technicians and Technologist (OACETT) or Engineer in Training (EIT).
- Minimum one year of relevant experience including co-op placements and any other relevant experience will be preferred.
- Familiar with applicable Municipal and Provincial regulations.
- Capable of interpreting complex documents, construction drawings and technical reports.
- Knowledgeable in computer software and techniques applicable to project engineering, design coordination and administration.
- Valid Driver's License and reliable transportation.

Salary: \$36.81 – \$46.01/hr, plus 4% vacation pay and optional enrolment in OMERS pension plan (temp positions) **or** plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week, 8:30 am – 4:30 pm, Monday - Friday

Location: Town Administration Centre, 24 Tupper Street West, Alliston

Start Date: June 2nd, 2025

To apply, please submit a cover letter, resume and copies of the required credentials (education, training, etc) by May 9th, 2025

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0425-0527&BRID=EX314868&SBDID=21310&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.