



## Project Coordinator (Construction)

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling, and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all.

Approximately 56,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at [www.belleville.ca](http://www.belleville.ca)

Currently, the City of Belleville has an exciting opportunity for a highly motivated, strategic, and dynamic individual to join our Engineering and Development Services Department as a Project Coordinator (Construction).

---

**Position Type:** Permanent Full Time

**Number of Positions:** One (1)

**Department:** Engineering and Development Services Department

**File Number:** SV26-43

**Location:** City Hall (169 Front Street, Belleville, ON)

**Hours:** 35 hours per week, Monday to Friday, 8:30 AM – 4:30 PM

**Employee Group:** Non-Union

**Salary:** Grade 8 (\$94,080.21 - \$112,001.45 annually)

**Closing Date:** Tuesday, May 12, 2026 at 4:30 PM

---

### PURPOSE AND SCOPE:

Reporting to the Senior Project Manager - Construction, this position assists in the project management and contract administration of municipal infrastructure improvement projects including roads, bridges, sidewalks / active transportation, sewers, watermains, intersection improvements, watercourses/drainage improvements, and storm water management facilities.

The Project Coordinator (Construction) position is also responsible for providing guidance to the Engineering Services Section's inspection services.

### KEY RESPONSIBILITIES:

#### Inspection

- Provide guidance, training, mentoring, and direction to Engineering Technologists completing inspections for capital construction projects and municipal services installed in subdivisions.
- Provide inspection for capital construction projects by assuring compliance with contract documents and City specifications, including maintaining comprehensive daily records,

ensuring material testing and/or sampling is performed, and ensuring compliance with Legislation and associated Regulations.

- Provide inspection of municipal services installed in subdivisions by confirming compliance with subdivision agreements and City specifications, including maintaining comprehensive daily records, ensuring material testing and/or sampling is performed, and ensuring compliance with Legislation and associated Regulations.
- Develop and upkeep standard documentation templates and inspection guidance resources.
- Provide technical directions and review inspection reports and documentation.
- Be a proficient user of surveying tools and equipment as required to perform inspection duties including, but not limited to, laser levels, smart levels and hand tools as needed. Ensure construction is completed in compliance with approved grades and elevations.
- Recommend equipment and technology upgrades to ensure the City's inspection resources are current with industry standards.
- Assist in the review and provide comments for project design, including those created by Engineering staff, external consultants and/or municipal utilities. Review design documents for feasibility of construction (biddability / buildability).
- Assist with survey work as it relates to inspection of capital construction contracts.

#### Project Coordination

- Assist with the verification of final tender drawings, preparation of tender documents and calculation of final quantities.
- Prepare and review Tenders and Requests for Proposals and draft reports for Council.
- Prepares Requests for Proposals, and Requests for Quotations, hires, directs and administers the work of consulting firms carrying out work on capital projects.
- Monitor and track progress of conditions included in regulatory approvals; including assembling information and reporting as necessary, to ensure compliance with regulatory permits.
- Provide contract administration support including preparing payment certificates, cost estimates, change work orders, purchase orders, etc.
- Liaise with governmental agencies, utility companies and other departments as well as members of the public during the construction phase to resolve project conflicts and coordinate scheduling.
- Provide guidance to field staff during the construction phase.
- Provide guidance, training, mentorship, and directions to Engineering Technologists and related staff.
- Attend site meetings and visit sites on a regular basis.
- Approving and/or initiating changes of a minor consequence on projects and recommends solution of more serious field problems to Supervisor.
- Assist in design and project management on smaller projects from planning stage through design and construction, including responsibility for budgets, cost control and scheduling.
- Develop and provide assistance for public presentations of projects and departmental initiatives as required.
- Assists in the Departments initiatives on asset management related to municipal

infrastructure.

- Assign work to Engineering Technologists and related staff, while providing support across key HR functions including recruitment, resume screening, and candidate selection, and input into performance monitoring and evaluation through the City's formal appraisal processes.
- Perform all tasks and responsibilities through the lens of Equity, Diversity, Inclusion, ensuring commitment to fairness, representation, accessibility and respect for diverse perspectives and cultures in all aspects of work
- Other duties as assigned.

**Note:** *Above duties are representative of a typical position and are not to be construed as all-inclusive.*

## **QUALIFICATIONS**

### **Minimum Education:**

- Three (3) year advanced diploma in Civil Engineering Technology or equivalent with C.E.T. Certification.
- Member of the Ontario Association of Certified Engineering Technologists and Technicians (OACETT).
- Must possess and maintain a valid class "G" driver license in good standing and access to a reliable vehicle for business purposes.
- Satisfactory Criminal Record Check ("CRC") to commencing work at the City of Belleville.

### **Asset Education:**

- Post-secondary education in project management or a related field.
- Registered EIT or Licensed Professional Engineer with Professional Engineers Ontario (PEO)

### **Minimum Experience:**

- 5 years of relevant experience in the inspection of municipal infrastructure construction projects.
- Knowledge of standards and specifications such as Transportation Association of Canada (TAC), Ontario Provincial Standard Specifications (OPSS), Ontario Provincial Standard Drawings (OPSD), Ontario Traffic Manual (OTM), Ministry of Environment guidelines, and the Occupational Health and Safety Act.

### **Asset Experience:**

- 5 years minimum experience in a municipal environment, including a combination of project management/coordination and the inspection of infrastructure associated with municipal capital construction projects.
- Possess familiarity and knowledge of the Highway Traffic Act, Ontario Water Resources Act, Public Transportation and Highway Improvement Act, Fisheries Act, Ontario Construction Act, On-Site and Excess Soil Management regulations, etc.
- Vast knowledge of construction methods, equipment and technologies related to water, sewer, road and bridges, design and construction including reading and interpreting site plans,

engineering drawings and specifications.

- Excellent interpersonal, organizational and analytical skills; coupled with the ability to prioritize activities to successfully meet deadlines.
  - Excellent communication (written and oral) and interpersonal skills with demonstrated ability to influence without direct authority.
  - Ability to communicate and interact effectively with all levels of management, employees, Councilors, and external stakeholders.
  - Proficient computer skills and must have solid working knowledge with MSWord, Excel, MS Access and email software
  - Ability to coordinate and collaborate with other departments with the ability to solicit cooperation & interdepartmental collaboration
  - Self-motivated and able to work independently with minimal supervision.
- 

#### **WHAT'S IN IT FOR YOU:**

- Competitive market salary
  - Competitive employer-paid extended health benefits
  - OMERS Pension Plan
  - Opportunity to enter a hybrid work arrangement subject to applicable policies and approvals, following the successful completion of the probationary period.
  - Live, work, and play in the beautiful city of Belleville and experience all that it has to offer.
- 

#### **HOW TO APPLY:**

[www.belleville.ca/careers](http://www.belleville.ca/careers)

We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Please be advised that the City of Belleville uses email to communicate with their applicants for open job postings. It is the applicant's responsibility to include an updated email address that is checked frequently and accepts emails from unknown users. As we send time-sensitive correspondence regarding recruitments via email, it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the job posting.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).