

Engineering Project Coordinator – Downtown Infrastructure Renewal Program (DTIRP)

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Resumes are being accepted for the 3-year contract position of **Engineering Project Coordinator** for the Downtown Infrastructure Renewal Program (DTIRP) within the Engineering and Transportation Services Department. Reporting to the Manager, Design and Construction, the Engineering Project Coordinator – DTIRP will assist the Division's Project Manager for DTIRP in delivering Phase 1 of the multi-year program by undertaking project scope research, preparing project documentation, coordination of project activities, record keeping, and being a proactive liaison with the business and community to assist them navigate construction. Guided by the goals and objectives of the City of Guelph Corporate Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

Key duties and responsibilities

- Assist DTIRP Project Manager with:
 - Researching infrastructure condition, gathering growth related needs, and coordinating

- with Asset Management and operational divisions in the development of project scope for future construction DTIRP phases;
- Preparing and maintaining project documentation such as outlining Project Charters, Project Management Plans and related documents in accordance with the City's Project Management Office requirements;
- Preparing capital cost estimates;
- Populating and maintaining Eclipse Project Management software with project information;
- Preparing procurement documents such as Request for Proposals and Tender Packages;
- Coordinating project activities such as retention of consultants and contractors, distribution of project deliverables (i.e., drawings, reports) to reviewers and compiling comments;
- Preparing regulatory submissions; and,
- Preparing project record keeping and closing documentation.
- Liaise with internal staff both within the department and with other City departments, external agencies and consultants as necessary to carry out duties.
- Monitor and coordinate construction progress and contractor performance, including preparation of progress certificates, negotiation of contractor claims, budget, schedule and safety performance and conducting site meetings.
- Proactively liaison with downtown businesses, residents and visitors to improve construction experience including providing enhanced communication and engagement, attending construction site office during working hours, coordinating deliveries to and from businesses, conducting public site tours, etc.
- Be the primary contact within the project office during construction to address questions, monitor construction mitigation needs and assist project manager to develop and implement mitigation strategies.
- Provide resident inspection services when required.
- Respond to general and specific inquiries regarding DTIRP projects from various stakeholders, including the general public.
- Attend and participate in DTIRP project team meetings and coordinate with team members to ensure efficient and timely production of project deliverables.
- Perform other related duties as assigned.

Qualifications and requirements

- Experience related to municipal infrastructure and project coordinator duties listed above normally acquired through a college diploma in Civil Engineering Technology or closely related field and 5 years' experience in municipal design and in-field construction. Candidates with an equivalent combination of education and experience may be considered.
- Certification or eligible for certification as an Engineering Technician or Technologist by OACETT considered an asset.
- Experience with AutoCAD / Civil 3D, Eclipse Project Management Software and principles of project management considered an asset.
- Understanding of applicable design standards and general municipal engineering principles.
- Advanced computer skills with MS Office (Word, Excel, and Outlook).
- Must have good communication skills, oral and written.
- Interpersonal skills with the ability to work in a team environment.
- Customer service skills with the ability to deal with project stakeholders and contractors.
- Knowledge of the Occupational Health & Safety Act.

- A satisfactory Police Record Check (including vulnerable sector check) would be required at time of offer.
- Must possess a valid G driver's licence and have a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.

Hours of work

35 hours per week Monday to Friday between the hours of 8:30 am and 4:30 pm.

Pay/Salary

\$39.96 - \$49.04 per hour

How to apply

Qualified applicants are invited to apply using our **online** application system by **February 5, 2025**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.