



Senior Infrastructure Capital Project Coordinator

Full Time – Year Round (35 hours per week)

Located within the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples, the Town of The Blue Mountains is a four-season community with stunning natural features, including the Niagara Escarpment, Beaver Valley and the Georgian Bay shoreline. Internationally recognized as a four-season tourism destination, The Blue Mountains offers a high-quality lifestyle that caters to families looking to build a solid foundation, adventurers looking to go off the beaten path and relaxation seekers taking in and experiencing the very best the area has to offer.

The Town is looking for people with a shared commitment to building a sustainable community, as well as shared values of integrity, inclusivity, excellence, accountability, and stewardship for the well-being of our residents.

Come gain a unique experience in the 2nd fastest growing municipality in Canada!

Position Summary:

Reporting to the Manager of Capital Projects, the Senior Infrastructure Capital Project Coordinator is responsible for the project management and contract administration of a range of municipal infrastructure projects. These projects include, but are not limited to, upgrades to water and wastewater infrastructure such as Water Treatment Plants, Wastewater Treatment Plants, Booster Pump Stations, and Sewage Pump Stations, as well as road reconstruction projects encompassing sidewalks, street lighting, and storm, water and wastewater utilities. The role ensures all work is carried out in compliance with applicable agreements, contracts, drawings, specifications, the Town's Engineering Standards, policies, provincial guidelines, and relevant legislation. Additionally, the position supports the development of departmental capital programs and coordinates internal and external resources to effectively meet organizational objectives.

Key Duties and Responsibilities:

- Manage Town-initiated infrastructure projects - installation, rehabilitation, and reconstruction - through all phases, including Project Initiation, Project Planning, Budget Development, Engineering Procurement, Engineering Design, Construction Procurement, Construction, and Completion. This role involves developing project scope and budget, preparing procurement documentation, and managing engineering services agreements and construction contracts to ensure compliance with terms and conditions within budget and schedule constraints. Additionally, it requires overseeing Engineering & Construction Change Order and Progress Payment Certificate processes to ensure

successful project completion.

- Assist in the coordination, development and execution of the departmental yearly and long-range infrastructure capital program and development of project budgets.
- Provide training and mentorship to departmental staff delivering the departmental capital program to grow their capabilities and be an advising resource to others within the Town as it relates to project scope development and contract administration.
- Initiate, coordinate, develop and prepare designs, tender documents and contract documents for Town infrastructure projects as well as review and/or prepare requirements for topographical and legal surveys, cost and quantity estimates, coordinate meetings and preparation of meeting notes, and applications for agency approvals.
- Conduct inspections and coordinate additional inspections by Town operational staff as necessary to ensure that infrastructure complies with Town Engineering Standards and the requirements of Regulatory Authorities at the appropriate stages of construction activities.
- Maintain thorough working knowledge of best practices and innovative project delivery techniques, Town's Engineering Standards, Ontario Provincial Standards and Specifications and Canadian Construction Document Committee contracts, including terms and conditions, applicable legislation, etc.
- Liaise with consulting engineers, utility companies, contractors, property owners and other stakeholders regarding standards and specifications for approval of drawings and/or construction activities.
- Investigate and address concerns and questions from the public related to capital projects, including meeting with the public to identify the cause of their concern.
- Resolve conflicts between stakeholders within established budgetary limits, legal frameworks, fairness principles, health and safety policies, legislation and best practices.
- Initiate, coordinate, and prepare various engineering and design-related documents, such as conceptual reports, technical memorandums, studies, and standard drawings. This also includes preparing Council reports and presenting them to the Council.
- Organize and provide technical comments on engineering submissions and study reports as required.
- Identify and negotiate with property owners for the acquisition of necessary easements or land for the construction of municipal infrastructure as needed.
- Host and attend Public Information Centers and other public engagement initiatives to inform and gather feedback from the general public, directly affected residents, agencies, developers and other stakeholders.
- Provide updates to the affected departments and the Town's Communications Department

- Personally comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health & Safety Act. Monitor, educate and enforce Health & Safety requirements related to construction activities within the Town.
- Maintain thorough working knowledge of the Town's policies, including engineering standards, and applicable provincial Legislation.
- Promotes a high standard of customer service to the public as well as to all internal customers.
- Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

What you will need:

- Completion of a three-year diploma or four-year degree in Civil or Municipal Engineering, or a related discipline such as Environmental Engineering or Construction Management.
- Minimum of 7 years of recent practical experience in managing municipal or civil infrastructure projects, such as road reconstructions and water/wastewater facility upgrades.
- Certification or eligibility for certification as a Certified Engineering Technologist (CET)
- Project Management Professional (PMP) certification is considered an asset.
- Good understanding of Ontario Provincial Standard Drawings (OPSD), Ontario Provincial Standard Specifications (OPSS), and the Municipal Class Environmental Assessment (MCEA) process.
- Proficient in analyzing and interpreting engineering drawings for linear infrastructure and water/wastewater facilities.
- Proven experience in developing engineering and construction tenders, and expertise in reviewing engineering submissions and design packages.
- Significant experience in contract administration for critical infrastructure projects, overseeing them through construction and completion phases.
- Excellent written and verbal communication skills, especially in preparing emails, technical memos, reports, and presentations.
- Advanced proficiency in the Microsoft Office Suite and Outlook, with additional familiarity in specialized engineering software preferred.
- Demonstrated ability to coordinate, provide direction, and offer technical guidance for planning, designing, and constructing capital works projects.

- Strong decision-making, problem-solving, organizational, and leadership skills.
- Competence in effectively working under pressure with shifting priorities and deadlines, and adaptability to change.

What we offer:

This is a Full-Time Year Round opportunity at the Town. The annual salary for this role is **\$91,521.43 - \$107,061.05 (2025 Rate)**. The Town also offers the following to our employees:

- Perks & Discounts
- Wellness Programs
- Health & Dental Benefits * full-time & 12 month + contracts only
- OMERS
- Work / Life Flexibility
- Professional Development & Education Opportunities

The submission deadline for applications is **4:30 p.m. on Wednesday June 18th, 2025.**

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Personal information provided by the applicants is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection.