



Project Coordinator, Water & Wastewater

Position Code: 172

Pay Band: 10

Department: Infrastructure

Effective: January 2023

Division: Water & Wastewater

Revised: October 2025

Reports To: Manager, Water & Wastewater

Status: Permanent Full-Time, Non-Union

Direct Reports: None

Indirect Reports: none

Position Summary

Reporting to the Manager, Water & Wastewater (W & WW), the Project Coordinator, W & WW is responsible for the implementation of capital projects and maintenance related projects on behalf of the division. The projects will focus on linear and vertical infrastructure and W & WW systems, including water storage and distribution systems, WW collection and disposal systems, and treatment systems with an intent of responsible and efficient operation of the W & WW systems. This position is required to liaise within the department and throughout the organization, as well as with external consultants and contractors to effectively coordinate and deliver projects within the established schedule, budget and scope. The position supports long term planning and asset management of the Town's critical W & WW infrastructure.

Duties and Responsibilities

1. Project Management (35%):

- (a) Administer consultant and contractor contracts including preparation of procurement documents, evaluation of proposals, contract management, regulatory approval, and monitoring from conception through construction to completion.
- (b) Manage budget, schedule, and scope of work for consultants retained to complete a variety of assignments in one or more specialized areas of municipal engineering involving W & WW systems.
- (c) Provide guidance and technical direction to operational teams and internal or external design teams to ensure desired project performance objectives and Town standards are met.
- (d) Review design for engineering projects (including review of design calculations), specifications and contract documents prepared by consultants.
- (e) Coordinate project financial accounting including processing of payment certificates and invoices and recommend to Manager for signature.

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- (f) Review and recommend to Manager any significant increases in scope to existing projects.
- (g) Engage stakeholders and the public through environmental assessment and where otherwise required through the design and construction process and ensure their requirements are addressed through the project delivery.

2. Engineering Services (25%):

- (a) Act as a resource to provide research, data, interpretation, and recommendations based on sound engineering practices.
- (b) Perform inspections of existing infrastructure for the purpose of developing project scope of work and updating the Town asset management plan.
- (c) Support internal benchmarking and continuous improvement initiatives.
- (d) Develop, review, and recommend policies and procedures. Recommend updates to the Town's engineering standards, design criteria, and construction specifications.
- (e) Provide comment on the municipal servicing component of proposed development to ensure appropriateness and compliance with Town standards and existing municipal services including site plan applications, plan of subdivision applications, Committee of Adjustment applications, zoning by-law amendments, official plan amendments.

3. Coordination and Communication (15%):

- (a) Ensure consultants and contractors work safely and in compliance with applicable statutes and regulations and with the safe work procedures and directives as established by the division.
- (b) Attend meetings with Town staff, internal departments, and external stakeholders (e.g., consultants, owners, project managers, site managers, site inspectors, workers, sub- contractors, etc.) as a representative of the division Services.
- (c) Write reports and memos for customers, staff, management, Committee and Council, as well as technical specifications and work instructions.
- (d) Make presentations to the public, Committee and Council as required.

4. Capital Planning (15%):

- (a) Assist with capital planning and support the compilation of capital budgets and ten-year capital forecast.
- (b) Assist with the collection, review and alteration of infrastructure data related to the Town's asset management plan

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5. Procurement (10%):

- (a) Supervise procurement of major services, materials, supplies and equipment.
- (b) Develop and support service agreements and contracts; develop, issue and award tenders, requests for proposals and requests for quotes.
- (c) Process amendments to purchase orders based on changes in projects.
- (d) Evaluate received bids and proposals, supporting other departments as required.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Knowledge, Skills and Experience

- 1. Degree/diploma in Civil Engineering or related discipline.
- 2. Registration with a professional organization (e.g., EIT, P. Eng or CET). Project Management Professional certification an asset.
- 3. Four (4) years of directly related experience including management or coordination of W & WW projects and municipal engineering (private consulting or in a municipal environment). Multidisciplinary engineering knowledge (design, construction, maintenance and asset management) and experience in managing a variety of disciplines within one project.
- 4. Experience dealing with Ministry of Environment, Conservation and Parks, Medical Officer of Health, Ministry of Labour officials. Thorough knowledge of legislation, standards, and guidelines to effectively perform the duties of this role (e.g., MECP, OHSA, etc.).
- 5. Physical ability to perform required activities and wear required personal protective equipment.
- 6. Demonstrated experience in effective project management of both linear and vertical infrastructure and asset management. Thorough understanding of municipal W & WW infrastructure system operations and process design as well as municipal servicing and design.
- 7. Excellent mathematical skills with the ability to analyze data, perform calculations and work with large amounts of data.

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8. Strong administrative, communication, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
9. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and personal integrity.
10. Thorough knowledge of Windows, Sharepoint and Microsoft Office applications, database management, and office equipment. Knowledge of GIS, hydraulic modelling and AutoCad an asset.
11. Valid Class "G" driver's license and reliable vehicle to use on corporate business. Ability and willingness to travel within the community as required.
12. Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification (or willing to obtain).

Physical Demands and Working Conditions

Physical Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require no undue fatigue regarding sitting, standing and walking. Daily tasks may include operating a computer, visiting sites, meetings, training, concentrated attention to detail during report review, analysis of various information and computer work. Individual must operate office equipment such as computers and multi-function copiers. (100%)

Normal hours of work are forty (40) hours per week, usually Monday through Friday. Normal shifts are eight (8) hours plus a one (1) hour unpaid meal break. Flexibility in scheduling is necessary as there may be the occasional requirement to attend to functions outside of normal work hours, change shifts to work evenings or weekends to accommodate high volume periods or for after-hours customer service initiatives, or to work overtime as needed.

Physical Environment: Working conditions may vary from a standard office environment (70%) to construction site, exposure to inclement weather conditions, dust, noise, facility mechanical and electrical equipment. (30%) This position may be considered suitable for a hybrid work arrangement per Employer policy.

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Sensory Attention: Visual concentration and repetitive keyboarding tasks. Ability to use mathematical formulas and coordinate hands and eyes rapidly and accurately when using equipment. Periods of continual visual concentration and must be able to distinguish numbers and characters on an electronic screen. Vision abilities required include close vision, colour vision and ability to adjust focus. (70%) Requires the ability to prepare and read a variety of reports, letters/correspondence, budgets, etc. The ability to communicate effectively including explaining processes instructions and speaking before groups of people. (30%)

Stress: Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (75%) Occasional exposure to disgruntled members of the public. (15%) Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress. (10%)

Contacts and Dimensions

Direct Reports:	0
Indirect Reports:	0
Total Employees Serviced:	0
Other Working Relationships:	Position communicates regularly with staff, various government agencies, elected officials, legal counsel, consultants, community or special interest groups/agencies, ratepayers, developers, and the public
Budget:	n/a
Salary Budget:	n/a

Review and Signatures

Employee Name: _____

Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Manager/HR Signature: _____	Date: _____