

**City Of Kenora  
Full Time Project Coordinator  
External Job Posting**

**Open Until Filled**

**Kenora provides a high quality of life for residents and unforgettable experiences for visitors by celebrating and embracing the community's rich heritage, diversity, and natural environment.**

<b>DEPARTMENT</b>	Engineering	<b>HOURS OF WORK</b>	Monday - Friday
<b>CLASSIFICATION</b>	PM-06 Supervisory/Technical	<b>SALARY</b>	\$91,948.63

Under the guidance of the Project Engineer, the Project Coordinator will provide general oversight of City projects, spanning engineering design, contract administration and in-field duties for City projects related to roads, underground systems, sidewalks, intersections, parking lots, etc.

**The Project Coordinator will:**

- Perform pre-engineering and construction surveys and conduct in-field inspections and review information to set scope and parameters of capital projects related to roads, storm sewer, sidewalks etc.
- Assist with the preparation of drawings, specifications, estimates and contract documents such as Request for Tender, Request for Proposal, etc.
- Assist with the preparation of detailed municipal road and infrastructure designs, adhering to design principals, as well as City, Provincial and Canadian standards, if required.
- Coordinate and oversee consultants and contractors to manage a variety of City projects in all stages of design and/or construction.
- Attend project meetings and provide technical input to assist with project progress, management of change, construction issues and progress claim approval.
- Perform technical reviews and provide input, comment or recommendation on design, specifications, assessments, studies, plans/drawings, materials, proposals, tenders, agreements, and reports.
- Provide contract administration support related to projects in accordance with the City's purchasing policy requirements.

**Qualifications:**

- Post-secondary education in Civil Engineering or related field. Equivalent working experience may be considered.
- Registered Licensed Professional Engineers or EITs will also be considered.
- Minimum three (3) to five (5) years' experience in road, underground piping infrastructure design and/or construction.
- Preference will be given to those with experience working in a multi-project environment with a high degree of independence.
- Must possess a valid 'G' class driver's license and have access to a reliable vehicle.
- Proficiency in Total Station Surveys and layout.
- Knowledge of applicable legislation such as the *Planning Act*, the *Safe Drinking Water Act*, *Occupational Health & Safety Act* *Accessibility for Ontarians with Disabilities Act* and any other applicable legislation.
- Ability to interpret, read, comprehend and convey information from engineering and construction drawings and specifications.
- Thorough knowledge of GPS Surveying in addition to Microsoft Office, AutoCAD, Civil 3D and ESRI GIS Software.
- Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands.
- Excellent verbal and written communication skills with the ability to communicate with external contractors, stakeholders and the public.
- Well-developed organizational and time management skills with an ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast pace environment with flexibility to changing priorities

Qualified applicants are invited to apply using the following link

<https://kenora.bamboohr.com/careers/107?source=aWQ9OA%3D%3D>

Or scan the QR code



The City of Kenora is an equal opportunity Employer and committed to building a workforce that reflects the rich diversity of the community we serve. We encourage applications from all qualified individuals including members of groups with historical and/or current barriers to equitable employment, including but not limited to, Indigenous Peoples, members of racialized communities or visible minorities, persons with visible and/or invisible disabilities, diverse sexual and gender identities, orientations and/or expressions, and others who may contribute to the further diversification of ideas.

The City of Kenora is committed to providing accommodation in all aspects of the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. If you require an accommodation, please advise the Human Resources department in advance to ensure your participation in the recruitment and selection process.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

We thank all candidates for their interest, however only those selected for an interview will be contacted