



**Employment Opportunity
Capital Project Coordinator
Public Works and Infrastructure Services**

19-month Contract Full-Time | \$40.19/hour

CUPE Local 1785-01

Hybrid Work Environment

The Township of Scugog is looking for a proactive and dynamic professional to join our team as a Capital Project Coordinator. Reporting to the Manager of Capital Projects, this role involves providing project management, engineering expertise, and procurement support to drive successful outcomes.

MAJOR RESPONSIBILITIES

1. Prepare and review requests for proposals, tender documents and quotations for capital project delivery and assist in evaluation of bid submissions.
2. Provide administrative support for all phases of capital project delivery, including procurement services in accordance with Township policies and procedures.
3. Organize, track and monitor capital delivery program milestones with a strong focus on advancing shelf ready projects to leverage funding and grant opportunities.
4. Development, maintenance and reporting of asset inventory of municipal infrastructure to support the Township's Asset Management Plan and GIS network mapping.
5. Investigate and integrate issues reported by Council, staff, residents and agencies through Citywide and support corrective action.
6. Accountable for the safety and security of assigned projects and to ensure that all work is completed safely and in compliance with the relevant statutes and regulations and with the safe work procedures and directives as established by the Township.
7. Assist the Director/ Manager by investigating and preparing estimates for review and participate in special project assignments that will support effective decision making in the resolution of financial and operational issues.
8. Investigate, analyze, review and address inquiries regarding engineering issues for residents, businesses, applicants, consultants and outside agencies.
9. Act as the Township's project representative at stakeholder consultations, organizational meetings and open houses with consulting companies, contractors and associations involved in design and construction work.
10. Promote public awareness of capital improvements and issues through presentations and media releases.
11. Assist with the preparation and monitoring of annual departmental budgets and expenditures.
12. Prepare reports and presentations to Committee and Council.

QUALIFICATIONS:

- Minimum, diploma in Business Administration or Construction Management.
- CET designation is an asset.
- Minimum of five (5) years' experience in operations maintenance and construction.
- A valid Ontario Class G driver's license, with a clean driver's abstract and access to a reliable vehicle for business purposes.
- Experience preparing purchase orders, processing invoices and payment certificates is considered an asset.

SKILLS AND COMPETENCIES REQUIRED:

- Strong computer application skills in Microsoft Word, Excel and PowerPoint.
- Excellent research, analytical and mathematical skills.
- Excellent communication skills, both written and verbal.
- Capable of working under pressure and handling multiple concurrent projects, establishing priorities and meeting changing deadlines.
- Must show initiative, ability to receive and provide direction and ability to work with minimal supervision.
- Flexibility to work beyond normal hours of work including evenings for Community Engagement and Committee Meetings.
- Strong planning, time management and critical thinking skills.
- Knowledge of the Occupational Health and Safety Act and Regulations, Ontario Provincial Standard Specifications and Drawings, Excess Soils Management, O.Reg. 406/19, and Asset Management Planning for Municipal Infrastructure, O. Reg. 588/17 and other relevant regulations.

The successful candidate must provide, prior to commencing employment:

1. A satisfactory current drivers abstract
2. A satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre

Please submit a cover letter and resume to Robyn Hulowski, Manager of Human Resources, at resumes@scugog.ca no later than 4:30 p.m. on **June 9, 2025**.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

We thank all applicants and advise that only those selected for an interview will be contacted. Personal Information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection Privacy Act.

Note: As part of the selection process, applicants may be required to complete a written and/or oral and/or practical test.