

The Town of Newmarket, Public Works Services
Requires a **Construction Projects Coordinator**
Contract (35 hours per week, 12 months)

Please note that the Construction Projects Coordinator (Recruitment #21-06) was posted earlier this year under the position title "Capital Projects Coordinator". Previous applicants DO NOT need to reapply as your application is still on file and will be reviewed again in conjunction with this recruitment.

Under the direction of the Director, Public Works Services, the Construction Projects Coordinator is responsible for the design and supervision of Town capital maintenance projects relating to roads, parking lots, facilities, parks, trails, walkways, pedestrian bridges and hard surfaces within the Public Works Services Department. This position is responsible for the project management of all scheduled projects in collaboration with appropriate departments across the organization including project schedules, prepare, award and administer tenders; project supervision and inspection of Town maintenance projects and contracts for compliance with municipal and provincial standards, as well as coordinating the Town's streetlight maintenance and replacement program.

How do I qualify?

- Post-secondary diploma in civil engineering technology. Certified member of OACETT in good standing as a Certified Engineering Technologist (C.E.T.) or Certified Technician (C.Tech.) accompanied by provincial government training and certification in related construction/inspection and installation courses.
- Strong verbal and written communication skills as well as report writing.
- Strong customer service orientation, interpersonal, consultative, problem-solving, analytical and presentation skills.
- Demonstrated knowledge in mediation and negotiation skills (e.g. contractor negotiations, design consultants and invoicing).
- Proficient in the use of MS Office (e.g. Word, Excel, Powerpoint and Outlook), JD Edwards, AutoCAD and construction/asset management systems programs.
- Demonstrated experience in project management and contract administration including the coordination of preliminary planning, design alternatives, final detailed design, cost/quantity estimates, specifications, tender documents, construction administration and inspection for the construction of municipal capital infrastructure including, but not limited to roads, parking lots, facility, parks, trails, walkways, pedestrian bridges and hard surfaces in parks.
- Demonstrated experience in preparing budgets and budget control.
- Knowledge of municipal standards, procedures and/or manuals including the Highway Traffic Act, the Occupational Health and Safety Act (OHSA), the Environmental Assessment Act, Construction Lien Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Ability to work independently with minimum supervision.
- Ability to exercise judgement and communicate effectively with contractors, consultants, staff, other agencies and the public.
- Valid Class "G" Driver's License in good standing with reliable vehicle for use on corporate business.
- Available to work scheduled and unscheduled overtime as required.

Salary: \$38.05 - \$47.56/hour

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **September 28, 2021** quoting the file number **21-06**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.