



100 John West Way
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Aurora, Ontario
L4G 6J1
Phone: 905-727-3123
www.aurora.ca

TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES

Division of Human Resources

Coordinator, Project Delivery

Permanent, Full-Time

\$81,833 - \$100,431 per year

The Coordinator, Project Delivery is responsible for assisting in the development, implementation and maintenance of the project delivery process. This role is also responsible for the quality assurance and control of design and construction projects and the project management process, assisting the project managers in coordinating and scheduling the delivery of capital projects; and for responding to and/or resolving construction related problems from the public, other departments, utilities, etc. This position provides technical support to the Engineering Division for the Infrastructure Capital Program delivery by leading the in-house design for capital projects, reviewing and commenting on road and other infrastructure designs, tenders, specifications, cost-sharing estimates and documents prepared by consultants. This position will update and track the Capital and Operating Program, construction contract documents and coordinate with Procurement and Legal Divisions to maintain the consistency of the tender process. This position will also assist in the preparation of the annual capital and operating budgets for the Engineering Division and participate in the selection of successful bidders for delivery of capital projects for the Engineering Division.

To be considered for this position, you will have five (5) years of experience in municipal infrastructure design, as well as University Degree in Civil Engineering or formal academic training in Civil Engineering Technology. The successful candidate will have Professional accreditation or eligibility for same in the Association of Professional Engineers of Ontario is an asset or eligible to be certified by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Technologist. To excel in this role, you will have thorough working knowledge of AutoCAD, MS Office applications and various related business software. You have solid written, interpersonal and communication skills, project and time management, prioritization, negotiation, analytical, conflict resolution and public speaking/presentation skills, with a keen eye for detail. You have a proven history of providing excellent customer service to your internal clients and external vendors and developing relationships with the same. The incumbent may also be required to attend evening meetings and work outside of regular business hours. A reliable vehicle to use on corporate business and valid G licence in good standing will also be required.

Police Criminal Record Check Requirements

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **January 18, 2019** quoting reference number **18-107**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.