

The District Municipality of Muskoka is currently recruiting for a  
**Capital Project Coordinator**

---



**Posting Date:** Wednesday, September 18, 2024  
**Closing Date:** Wednesday, October 2, 2024 @ 12:00 NOON  
**Starting Rate:** \$42.45 hourly  
**Salary Range:** \$42.45 - \$45.79 hourly  
**Hours of Work:** 35 hours per week  
**Classification:** CUPE Inside  
**Status:** Temporary full-time (up to 16 months)

**The District:**

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

**The Opportunity:**

The Capital Projects Coordinator will coordinate and oversee the procurement, implementation, progress and completion of capital projects, replacements, major upgrades and repairs of District and Housing building and energy related assets.

**What you will do:**

- Coordinate and oversee the procurement, implementation, progress, completion and commissioning of capital projects, replacements, major upgrades and repairs of District and Housing building and energy related assets.
- Supervise, oversee, direct, inspect and approve the work of a variety of construction related specialties, contractors and consultants related to each project.
- Prepare, review and approve, where applicable, contract payments and implement quality control/ quality assurance for construction projects. Implement project controls and mechanisms to ensure that project expenditures and schedules are controlled and maintained to ensure schedule and budget certainty.
- Prepare, monitor and report on the status of assigned projects to management, Committee and Council.
- Perform inspections of assets and generate condition reports for the purpose of developing a scope of work and updating and informing the District Asset Management Plan.
- Develop project specification documents, prepare procurement documentation, negotiate and develop contract agreements, generate project estimates, evaluate tendered bids and make recommendations for award of contracts.
- Assist in development, maintenance and reporting of detailed inventory and condition records of District assets.
- Assist with the preparation and monitoring of annual departmental budgets and expenditures.
- Act as the District's project representative at stake holder consultations, organizational meetings and open houses with consulting companies, contractors and associations involved in design and construction work.
- Promote public awareness of capital improvements and issues through the presentations and media releases.
- Accountable for the safety and security of assigned projects and 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 District.

**What you will need:**

- Graduation from a three (3) year diploma program in construction or other related studies, or proven equivalent experience in the construction industry;
  - Membership in good standing with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or Project Management Professional (PMP) designation would be an asset.
- Minimum of five (5) years' experience in commercial building operation maintenance and construction
- Thorough knowledge and understanding of building construction, mechanical and electrical systems
- Extensive experience in project management in a municipal environment
- Ability to lead major projects and initiatives from concept to completion through the use of strong project management techniques, contract administration, budgetary planning & tracking as well as analytical and problem solving skills
- Strong oral and written communication, facilitation, negotiation and conflict resolution skills are required to interface with multiple stakeholders in a variety of situations, including public consultations
- Must show initiative, ability to receive and provide direction and ability to work with minimal supervision.
- Demonstrated technological proficiency with a wide array of programs
- A valid driver's license is required.

**What we are offering:**

The District is proud to offer the following benefits with this job:

- Health benefits
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

**The Next Step**

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

[APPLY NOW](#) or visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Department](#).