The District Municipality of Muskoka is currently recruiting for a

Contract and Programs Administrator

Posting Date: Wednesday, November 18, 2026
Closing Date: Wednesday, December 2, 2026 @ 12:00 NOON
Starting Rate: $31.82 hourly
Salary Range: $31.82 - $34.39 hourly
Hours of Work: 35 hours per week
Location: 70 Pine Street, Bracebridge
Classification: CUPE Inside Class 5
Status: Permanent full-time

This job posting is for an existing vacancy, and it is also being posted internally.

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 Contract and Programs Administrator assists with the administration, operation, and delivery of solid waste management programs by coordinating contractor services, monitoring compliance, and maintaining accurate documentation and reporting. This position works closely with District staff, site attendants, area municipalities, and contractors to resolve operational issues, support procurement activities, and ensure effective waste collection, diversion, and disposal services. This job will also assist with the development of waste programs, supports data tracking and reporting program performance and document submissions for diversion funding.

What you will do:

- Respond to customer inquiries and complaints related to waste collection, diversion, disposal, and special programs, providing educational guidance as needed.
- Collaborate with District staff, site attendants, and service providers to resolve issues related to waste collection services, programs, and facilities.
- Organize, track, and monitor all waste contractor documentation and manage procurement schedule (e.g. WSIB, insurance certificates, contract extensions, and expirations).
- Oversee contracted services to ensure compliance with all requirements and document any deficiencies.
- Coordinate meetings with contractors, including but not limited to; scheduling, agenda preparation, recording minutes and circulating materials.
- Assist with the creation and prepare documentation for quotes, tenders, proposals and purchase orders for contracted services and materials (e.g. collection services, site attendants, bins, supplies, etc.).
- Track and analyse invoices and service provider data to ensure compliance and budget impact; escalating issues to management as required.
- Facilitate communications between District staff, contractors and area municipalities, as required and on a variety of matters including assisting with placement of road-side bins by facilitating discussion and approval with the applicable roads department.
- Coordinate and track distribution of residential waste containers (e.g. green bins).
- Administer Extended Producer Responsibility (ERP) programs such as those in place for Tires, E-Waste, Household Hazardous Waste, and Batteries, maintaining records and submissions for reporting and funding eligibility.
- Support waste diversion programs by developing and maintaining databases and electronic records.
- Develop and update information packages, such as the Site Attendant Manual and Solid Waste Policy and Procedures Index.
- Collaborate with staff to design, deliver, and oversee special waste management programs (e.g. Green Bin, Clear Bag, Special Exemption Programs etc.).
- Assist with special projects, including waste audits, and program evaluations. Support communications and outreach, including media relations, educational materials, and public notices to promote waste management initiatives.
- Act as a municipal law enforcement officer for all by-laws passed by the District of Muskoka in accordance with the District's By-Law appointing Municipal Law Enforcement Officers.
- Performs related duties as assigned.

What you will need:

- Two (2) year community college diploma in civil engineering or environmental sciences, or equivalent.
- Minimum of two (2) years of related contract and project coordination experience, preferably within the waste management sector, municipal public works or a related field.
- Knowledge of contract documents and payment certificates, solid waste management operations and equipment used in waste collection, diversion and disposal.
- Demonstrated ability to effectively utilize relevant software applications.

- Highly organized with the ability to attend to details in an efficient manner.
- Good interpersonal, communication, relationship building and customer service skills including the ability to be tactful in a variety of situations and when dealing with an array of individuals.
- Ability to exercise a high level of independence, however, must be able to work effectively in a team and interact with others.

What we are offering:
The District is proud to offer the following benefits with this job:
- Health benefits
- Paid vacation
- Paid leaves
- 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

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.