

The District Municipality of Muskoka is currently recruiting for a

Project Coordinator, Solid Waste Management



Posting Date: Wednesday, October 7, 2026

Closing Date: Thursday, October 22, 2026 @ 12:00 NOON

Starting Rate: \$43.29 hourly

Salary Range: \$43.29 - \$47.07 hourly

Hours of Work: 35 hours per week

Location: 70 Pine Street, Bracebridge

Classification: CUPE Inside Class 8

Status: Temporary full-time (up to 18 months)

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 Project Coordinator coordinates and oversees the procurement, implementation, progress and completion of capital projects, replacements, major upgrades and repairs of District Engineering and Public Works infrastructure and associated assets including, but not limited to, roads, bridges, water, wastewater, stormwater, and solid waste facilities.

What you will do:

- Coordinate the procurement, implementation, progress, completion and commissioning of capital projects, replacements, major upgrades and repairs of District Engineering and Public Works 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 as needed.
- 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 as well as provide input into the District's capital and operational budgets.
- Assist in the development of 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.
- Support management staff in the preparation and monitoring of annual departmental budgets and expenditures.
- Act as the District's project representative at stakeholder 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 presentations and media releases.
- As required prepare plans, tender documents, and recommend changes to construction staff using computer aided design and drafting software and standard office applications.
- 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.
- Perform other duties as assigned.

What you will need:

- Graduation from a three (3) year diploma program in construction or related, or equivalent;
 - 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.
- Over three years' experience in a related discipline, preference for experience in Municipal Public Works.
- Thorough knowledge and understanding of municipal infrastructure construction.
- Experience in administration and coordination of capital projects in a municipal environment.
- Ability to lead major projects from concept to completion using 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.
- 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 (temporary full-time employees on contract for 12 months or longer)
- Paid vacation (permanent full-time employees)
- Paid leaves (permanent full-time employees)
- 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](#).