

Project Coordinator

Job Number: J0525-0730

Job Title: Project Coordinator

Department: Water Wastewater System Operations

Job Type: Permanent Full Time

City, Province: Kingston, Ontario

Job Category: Operations

Open Positions: 1

Posting Date: May 22, 2025

Closing Date: June 12, 2025

Salary: \$89,496.00 - \$121,023.00/Year

As Ontario's only multi-utility provider, we offer a comprehensive range of services, including water, wastewater, natural gas, electricity, and telecommunications - all under one roof. This integrated approach empowers us to deliver innovative solutions, exceptional customer service, and operational efficiencies that set us apart in the industry.

With over 150 years of commitment to the Kingston community, we work every day to provide the safe, reliable utility services our customers rely on. Our efforts go beyond keeping the lights on and the water flowing. We're driving progress through projects that create lasting, positive change. At the heart of everything we do is our vision to advance our unique utility model to benefit our customers and build better communities.

At Utilities Kingston, we believe that strong communities are built by strong teams. By joining us, you'll be part of a collaborative and dynamic environment where your skills and ideas will contribute to enhancing safety, driving reliability, and building a resilient future for our community.

Primary Duties

Position Summary:

The Project Coordinator administers a diverse range of projects relating to the management of infrastructure assets. The incumbent is responsible for the coordination and management of projects including quality control, procurement, planning, construction management and commissioning. S/he ensures that activities are aligned with corporate

policies, applicable standards and regulations.

Major Responsibilities:

- Plan projects from inception to completion for Utilities Kingston assets including facilities, plants, buildings or linear assets.
- Coordinate internal resources to ensure appropriate infrastructure work is completed based on project needs and communication is provided to relevant stakeholders.
- Develop and prepare the layout of work for contractors and/or internal crews.
- Participate in the RFP process for various projects and services.
- Work with project engineers to coordinate resources to achieve project objectives and ensure infrastructure is installed to appropriate standards and within allotted budget.
- Assess the health and safety of work areas to minimize work hazards.
- Liaise with various regulatory authorities as it relates to project requirements.
- Direct the work of contractors/consultants to ensure work is completed according to code and consistent with the planned budget.
- Conduct regular site meetings to discuss project status, schedule upcoming activities and provide customer notifications as required.

Education, Certification and Other Qualifications Required

Skills and Abilities:

- Intermediate MS Office skills
- Advanced written and verbal communication skills
- Advanced project management skills
- Advanced organizational skills
- Advanced leadership, collaboration and public relations skills
- Advanced skills in the preparation and interpretation of contracts

Knowledge:

- Advanced knowledge of construction procedures
- Advanced knowledge of the RFQ/RFP/Tender processes
- Advanced knowledge of Occupational Health and Safety requirements as it relates to individuals, the organization and operational requirements

Experience:

- Civil Engineering Diploma or related discipline
- Certified Engineering Technologist (CET)
- 3-5 years' experience with project planning, project management and project

construction preferably within the utility sector (sewer, gas, water or electrical)

- Class G drivers' license

Special Working Conditions/Conditions of Employment

- Maintain a valid Class "G" driver's license throughout employment.
- A Criminal Record Check, to the satisfaction of Utilities Kingston, will be required at the successful candidate's expense
- This position is located on site in Kingston, Ontario

Your resume and/or cover letter must clearly demonstrate how you meet the requirements of the position.

Appropriate accommodations will be provided as required by the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

Utilities Kingston is committed to employment equity and we encourage applications from all designated group members. Our goal is a diverse, inclusive workforce that reflects the Kingston community.

Utilities Kingston thanks all candidates that apply; however, only those selected for further consideration will be contacted.

Internal applicants must inform their supervisor or manager of their application and subsequent status

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<https://utilitieskingston.com/Corporate/Careers>