

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

## (HYBRID) ENGINEERING PROJECT COORDINATOR

### Permanent Full Time

**Job ID:** C47-26

**Location:** Hybrid – Remote and 55 Zina St, Orangeville, and various locations throughout the County

**Job Type:** Permanent Full-Time (Non-Union)

**Deadline to Apply:** 4:30 p.m. on May 19, 2026

**Vacancy Type:** Current Opening

As a key member of the Engineering Division, the Engineering Project Coordinator advances sustainable infrastructure across the County's transportation network. Work alongside a dynamic, creative team that thrives on challenges, celebrates successes, and delivers excellence.

You'll contribute to planning, designing, and supervising construction and rehabilitation projects, develop technical specifications, review engineering drawings, and support contract administration. Help shape standards, policies, and practices that guide the Division.

Make a tangible impact on the community while collaborating with colleagues, contractors, and stakeholders enjoying a supportive culture that values both high performance and work-life balance.

### What we can offer YOU!

- A competitive hourly wage ranging between \$49.94 – \$58.43 (January 1, 2026 Non-Union Pay Grid);
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

### What you'll do

#### Capital Infrastructure Planning & Design

- Plan, coordinate, and oversee municipal transportation infrastructure projects
- Prepare detailed designs using AutoCAD Civil 3D and other tools
- Perform engineering analyses, develop specifications, and prepare procurement documents
- Collect and process survey data, coordinate regulatory approvals, and provide technical guidance
- Apply emerging technologies and best practices to deliver efficient, high-performing infrastructure

#### Contract Administration

- Serve as the primary liaison between contractors, consultants, and residents.
- Supervise on-site construction to ensure compliance with specifications and regulations.
- Track materials, equipment, and discrepancies; support invoice approvals; manage quality control.
- Prepare reports, monitor milestones, resolve disputes, and coordinate contract changes.

#### Asset Management & Data Analysis

- Support the County's 10-year Capital budget with cost estimates and condition assessments.
- Maintain engineering records, and produce as-constructed drawings for GIS integration.
- Analyze asset performance, traffic patterns, and maintenance data to inform infrastructure planning.
- Manage the Division's equipment maintenance and replacement schedules

- Identify trends and improvement opportunities while enhancing data management systems.

#### Leadership & Mentorship

- Supervise and mentor summer students in surveying, construction inspection, and data collection.
- Provide guidance on procedures, equipment use, documentation, and safety protocols.
- Other duties as assigned

#### **What you'll bring**

- 3-year college diploma in Civil Engineering Technology or a related program
- Professional Engineering Designation (P.Eng.), registered with the Professional Engineers of Ontario (PEO), or Certified Engineering Technologist Designation (C.E.T.), maintaining membership in good standing with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
- Five (5) years' experience working in the Civil Engineering or applicable construction related discipline
- Extensive project design and contract administration experience in the areas of highway and bridge construction including on-site experience in the management of new construction and the restoration of existing assets.
- Experience with survey equipment including total station, RTK GPS, laser level, rod and level and various other technologies.
- Valid Class G driver's license and access to reliable transportation required
- Suitable work from home environment including reliable high-speed internet

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

#### **Ready to apply?**

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.



All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by May 29, 2026. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

DISCOVER YOUR CAREER WITH US

