



Parks and Open Space Coordinator

Community Services Department

Temporary Full-Time

(Up to Eighteen (18) Months)

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Director of Community Services, the Parks and Open Space Coordinator will coordinate a wide variety of park planning and operation elements. This position is responsible for planning, design, and installation of new or redesigned parks amenities. This includes work in the areas of horticulture, sports fields and turf management, parks and open spaces, trails and pathways and tree management. The Parks and Open Space Coordinator will be responsible for cost estimating, report writing, tender documents, construction inspections, and contract administration for park development projects. The Parks and Open Space Coordinator will be liaising with staff, developers, agencies, sports groups, and the community at large on a variety of streetscape and open space projects associated with new development, parks renewal, and capital projects.

The Candidate

The successful candidate will possess post-secondary education in urban and regional planning, urban geography, environmental studies, landscape architecture/design, or a related discipline. They will have a minimum of three (3) years of recent experience in park planning and design, project coordination, or project management within a municipal setting. The ideal candidate will bring demonstrated knowledge of park and open space planning, recreation planning, landscape architecture, urban design, tree management, and related practices. Strong technical, analytical, research, design, and communication skills are required, along with knowledge of applicable legislation, including AODA and the Occupational Health and Safety Act, environmental requirements, landscape construction methods, grading and drainage, and contract administration.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an hourly range between **\$39.22 and \$47.71 (2026 Rates)**. **This is a temporary full-time contract with a term of up to eighteen (18) months.**

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees.

Employee Perks

At the Town of Grimsby, we invest in our people and provide a workplace that fosters growth, well-being, and work-life balance. Our employees are at the heart of everything we do, and we are proud to offer a supportive and rewarding environment with benefits that go beyond the basics:

- ✔ Complimentary access to recreation facilities, including the fitness centre
- ✔ Three personal float days each year for flexibility and balance
- ✔ Corporate training and career development programs to support lifelong learning
- ✔ A collaborative, inclusive workplace that values innovation and service excellence
- ✔ Opportunities to engage with the community and make a meaningful impact
- ✔ Employee recognition programs that celebrate achievements and contributions
- ✔ A secure pension plan to support long-term financial well-being

More than a job. A place to grow, belong, and thrive.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca, by **August 26, 2026**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 46-2026

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Parks and Open Space Coordinator

Community Services Department

1. Landscape Design Work (30%)

- Responsible for coordinating the landscape design and installation of parks amenities, horticulture displays, tree planting and green infrastructure projects and other open space developments on Town owned properties. This includes work for grading, layout, planting, irrigation, accessibility, and other site elements.
- Administer work plans for parks operations, working within the capital and operating budgets. This includes areas such as turf management, horticulture, floral displays, community gardens, tree management, pathways and trails, signs, drainage systems and other related work.
- Research and recommend trends and best practices for parks operations including design, operation, materials, and techniques.
- Liaise with community organizations, user groups and neighborhoods towards facility improvements and facility designs.
- Prepare cost estimates, proposals, drawings, and specifications for parks projects.
- Review landscape plans for new development and redevelopment as needed.
- Monitors and supervises inspections of parks construction and processes invoices and security reductions as required.

2. Parks and Special Projects (50%)

- Coordinate and support capital programs for parks and open space including park improvement projects, tree planting projects, park design work, parks master planning.
- Coordinate contract work for some parks operations including procurement facilitation and development and contract liaison work.
- Develop policies, procedures, and recommendations to support the delivery of efficient parks operations.
- Contribute to annual operating and capital budgets preparing estimates and analysis.
- Investigate concerns and complaints and review site inspections, making recommendations for improvements as needed.
- Provide active work support for parks and landscaping projects as needed which may include operating machinery and actively installing landscaping work.
- Support ongoing projects such as Tree Management Strategies, Community Gardens, and similar projects.
- Work closely with the Community Services team, other Departments, community user groups and special event teams to ensure that parks, open space and similar spaces support the Town's service delivery needs.

3. Administration and Communication (20%)

- Complete grant writing as related to parks and landscape projects
- Prepare correspondence and other communications as needed for the Director and/or for Council including Committee reports, policies, and other communications.
- Supports website content and public communications on key related initiatives and promotions such as park improvement work, project information sheets, tree plantings, Earth Week, native species information, and other climate change matters.
- Communicate and liaise with community partners and external agencies related to project work as part of this portfolio.
- Prepare and maintain databases, inspections information, inventory, and guidance documentation.
- Maintains native tree inventory and other guiding documents related to landscape and green space.

4. Other

- Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- The incumbent may be required to use their personal vehicle to travel to Town facilities, meetings, events, etc.
- The incumbent must maintain the ability to travel in a timely manner to Town facilities, other offices, work locations or sites as authorized by the Corporation for business reasons.
- Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Post-secondary education in urban and regional planning, urban geography, environmental studies, landscape architecture/design or a related discipline.

License, Registration and Training

- Valid and unrestricted Class “G” Driver’s License.

Experience

- Three (3) years of recent related experience in the field of park planning and design in a municipal setting.
- Three (3) years of project coordination or project management experience in a municipal setting.
- Considerable experience with park and open space planning, recreation planning, land use planning, tree program management, landscape architecture or urban design.

Knowledge/Skills/Abilities

- Have current knowledge of legislation, requirements, best practices related to parks operations and development including AODA and Occupational Health and Safety Act.

- Must be able to understand and interpret relevant environmental legislation.
- Strong understanding of plant material, soil types, plant health and nutrition, pest control, tree species, irrigation systems and landscape construction methods.
- Familiarity with the requirements for site grading and drainage plans.
- Working knowledge of contract administration with the ability to prepare construction contracts.
- Strong technical, analytical, design skills.
- Intermediate proficiency with Microsoft Office programs and relevant applications.
- Ability to deal effectively and courteously with the public, staff, management, community groups, developers, consultants, contractors, external agencies, and other levels of government.
- Ability to work independently and with others in a team environment.
- Ability to solve problems and handle competing time constraints, priorities, and deadlines.
- Excellent planning, organizational, interpersonal, and communication skills (written and verbal).
- Strong research, report writing, and presentation skills.

A combination of education, training, and experience may be considered.