



Project Coordinator, Open Space

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 Project Coordinator is responsible for coordinating a wide variety of parks, trails, open space, urban forestry, and related capital and operational projects. The position supports projects from initial planning and scoping through procurement, implementation, inspection, completion, and close-out.

The coordinator works closely with Town staff, consultants, contractors, developers, external agencies, community organizations, sports and user groups, and the public to support the successful delivery of parks and open space initiatives. Responsibilities include project planning and coordination, budget and schedule monitoring, procurement and contract administration, site inspections, stakeholder coordination, report writing, grant applications, and maintaining project documentation.

The position provides technical and operational knowledge related to parks and open spaces, including horticulture, sports fields, trails and pathways, urban forestry, accessibility, green infrastructure, and park amenities. While the position may review plans and provide input into design, its primary focus is project coordination and implementation rather than landscape design.

The Candidate

The successful candidate will possess post-secondary education in project management, parks or recreation management, environmental studies, planning, landscape architecture, construction or civil engineering technology, or a related discipline, along with a minimum of three (3) years of progressive project coordination experience. Experience should include project planning, budgeting, procurement, implementation, contract administration, and working

with consultants, contractors, agencies, and other stakeholders. Experience in a municipal or public-sector environment, particularly involving parks, recreation, infrastructure, landscaping, urban forestry, or related services, would be considered an asset.

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. This opportunity will be available until filled. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 79-2026

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

Project Coordinator, Open Space Community Services Department

Project Coordination – 40%

- Coordinate parks, trails, open space, urban forestry, streetscape, and related capital projects from project initiation through implementation and close-out.
- Develop and maintain project scopes, schedules, budgets, work plans, milestones, deliverables, and project documentation.
- Coordinate the work of internal departments, consultants, contractors, suppliers, utilities, developers, external agencies, and other project partners.
- Monitor project schedules, budgets, deliverables, risks, and outstanding issues and identify potential delays, cost pressures, scope changes, or other concerns requiring resolution.
- Coordinate project meetings, site meetings, consultations, and project reviews; prepare agendas, meeting notes, action items, and follow-up documentation as required.
- Support procurement processes including the preparation of scopes of work, specifications, requests for quotations/proposals, tender documents, evaluations, recommendations, and related documentation.
- Assist with contract administration, including reviewing contractor submissions, coordinating inspections, tracking deficiencies, reviewing invoices and progress payments, and supporting project close-out.
- Coordinate project approvals, permits, utility requirements, agency requirements, and other regulatory or administrative requirements associated with project delivery.
- Maintain organized project files, records, budgets, schedules, drawings, approvals, warranties, inspection records, and other documentation.
- Provide regular project status updates and prepare reports and recommendations for the Director, senior management, Council, and other stakeholders as required.

Parks and Open Space Programs – 35%

- Coordinate and support capital and operational programs related to parks and open spaces, including park renewal and improvement projects, trails and pathways, tree planting, urban forestry, community gardens, sports fields, horticulture, accessibility improvements, signage, drainage, and related initiatives.
- Coordinate implementation of recommendations arising from Parks and Recreation Master Plans, Tree Management Strategies, asset management plans, accessibility initiatives, and other approved Town plans and strategies.
- Provide operational and technical input into park and open space projects to help ensure proposed improvements are practical, maintainable, accessible, sustainable, and consistent with Town standards.
- Review plans, drawings, specifications, and proposals prepared by consultants, developers, contractors, or other parties and coordinate comments from appropriate Town staff. The

position may provide input into landscape and site design but is not primarily responsible for detailed landscape design.

- Coordinate and conduct site inspections associated with parks and open space projects, document deficiencies, and work with consultants and contractors to facilitate corrective action and project completion.
- Research and recommend best practices, materials, technologies, and approaches related to parks operations, open space management, urban forestry, accessibility, sustainability, and project delivery.
- Develop and maintain policies, procedures, standards, specifications, inventories, and guidance documents supporting effective parks and open space operations.
- Investigate concerns and service requests related to parks and open spaces, coordinate site reviews where required, and recommend appropriate operational or capital improvements.
- Work closely with Community Services staff and other Town departments to coordinate parks and open space requirements associated with special events, recreation programming, infrastructure projects, development, and other municipal initiatives.

Stakeholder, Development and Community Coordination – 15%

- Liaise with community organizations, sports and user groups, neighbourhood groups, developers, consultants, contractors, agencies, and other stakeholders regarding parks and open space projects and initiatives.
- Coordinate public and stakeholder consultation activities associated with park improvement and open space projects, including gathering feedback, documenting comments, and supporting responses and recommendations.
- Review landscape and open space components of development and redevelopment applications as assigned and coordinate comments with other Town departments.
- Coordinate with developers and consultants regarding the construction, inspection, deficiency correction, assumption, and turnover of parks and open space infrastructure associated with development.
- Support communication with residents and stakeholders regarding project schedules, construction impacts, service disruptions, project milestones, and completion.

Administration, Budget and Communication – 10%

- Contribute to annual operating and capital budget development by preparing project estimates, forecasts, supporting documentation, and analysis.
- Monitor approved project budgets and expenditures and identify variances or emerging financial pressures.
- Research funding opportunities and prepare grant applications related to parks, trails, urban forestry, climate adaptation, accessibility, and open space projects.
- Prepare correspondence, briefing materials, Committee and Council reports, policies, presentations, project updates, and other communications for the Director.
- Support website content, public notices, project information sheets, and other communications associated with parks and open space initiatives.
- Maintain databases, inspection records, asset and inventory information, project records, and related documentation.
- Maintain and support inventories and guiding documents related to trees, parks, trails, open spaces, amenities, and related municipal assets.

- Perform other related duties and participate in departmental projects and initiatives as assigned.

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.
- Other related duties, as assigned.
- 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 project management, parks or recreation management, environmental studies, urban and regional planning, landscape architecture, construction or civil engineering technology, or a related discipline.

License, Registration and Training

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

Experience

- Three (3) years of progressively responsible related experience coordinating projects, preferably involving parks, open spaces, trails, recreation facilities, municipal infrastructure, landscaping, urban forestry, or other public-realm projects.
- Experience coordinating projects through multiple phases, including planning and scoping, budgeting, procurement, implementation, inspection, contract administration, and project close-out.
- Experience working with consultants, contractors, developers, community organizations, regulatory agencies, and other project stakeholders.
- Municipal or broader public-sector experience would be considered an asset.
- Experience with parks and open space operations, capital projects, asset management, urban forestry, recreation planning, landscape construction, or related municipal services would be considered an asset.

Knowledge/Skills/Abilities

- Demonstrated knowledge of project coordination and project management principles, including project scoping, scheduling, budgeting, risk and issue tracking, documentation, implementation, and close-out.
- Working knowledge of procurement and contract administration, including developing scopes of work and specifications, supporting quotation/tender/RFP processes, reviewing

contractor submissions, monitoring project progress, processing invoices, tracking deficiencies, and coordinating project close-out.

- Ability to read, understand, and review plans, drawings, specifications, cost estimates, site plans, grading and drainage information, and other technical documentation associated with parks and open space projects.
- Working knowledge of parks and open space infrastructure and operations, including parks, trails and pathways, sports fields, playgrounds and amenities, horticulture, urban forestry, irrigation, accessibility, drainage, signage, and related assets.
- General knowledge of landscape construction practices, plant materials, soils, tree species, and green infrastructure sufficient to support project coordination, plan review, inspections, and contractor oversight.
- Knowledge of applicable legislation, regulations, standards, and municipal requirements related to parks and open space projects, including the Accessibility for Ontarians with Disabilities Act (AODA), Occupational Health and Safety Act, and relevant environmental requirements.
- Ability to coordinate multiple projects simultaneously and effectively manage competing priorities, schedules, budgets, deadlines, and stakeholder expectations.
- Strong problem-solving and analytical skills, with the ability to identify project issues, evaluate alternatives, and recommend practical solutions.
- Demonstrated ability to develop and maintain effective working relationships with the public, staff, management, community and user groups, developers, consultants, contractors, external agencies, and other levels of government.
- Excellent planning, organizational, interpersonal, and communication skills, both written and verbal.
- Strong research, report writing, documentation, and presentation skills, including the ability to prepare reports and recommendations for management and Council.
- Ability to work independently, exercise sound judgement, and work effectively as part of a multidisciplinary team.
- Proficiency with Microsoft Office applications and the ability to effectively use project tracking, document management, asset management, GIS, or other relevant municipal software.

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