



**Job Title:** Project Coordinator, Waste Management  
**Job Opening:** # 42364  
**Business Unit:** Public Works  
**Division:** Waste Management  
**Location:** Thorold, Ontario  
**Standard Hours:** 35.00 / week, Regular Full-Time  
**Salary Range:** \$ 75,820.00 - \$ 89,200.00  
**Close Date:** 2025-05-14

---

## **Division**

Waste Management

## **About Us**

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

## **Job Summary**

The Project Coordinator, Waste Management reports to the Project Manager of Waste Management Services and supports the various activities associated with managing capital projects and supporting administration of waste disposal operations. This role involves coordinating with various internal and/or external groups to facilitate project planning, execution, monitoring, and reporting. Key responsibilities include providing administrative, financial, operational, and project support, as well as overseeing project specific communication and collaboration, within cross functional teams. The Project Coordinator is responsible for independently managing select Tier 3 projects. The role will provide operational support to the Supervisor of Waste Disposal Operations by maintaining the contract and regulatory compliance databases, GIS data, standard operating procedure database and workplace health and safety system.

## Education

- Post-secondary diploma in Civil, Mechanical, or Environmental Engineering, Environmental Science or a related discipline.
- An equivalent combination of education, experience and qualifications may be considered.

## Knowledge

- 2 to 5 years of project coordination or management experience, preferably in a municipal solid waste setting.
- Experience with Geographic Information System (GIS) applications and data.
- Demonstrated experience in preparing and issuing requests for proposals, quotations, tenders, and retention of consultant and contractor services.
- Knowledge of project management tools/software.
- Knowledge of MS Office software applications.
- Knowledge of file management, transcription and other administrative procedures.
- Knowledge and understanding of applicable regulations and legislation, (e.g. Environmental Protection Act (EPA) and Occupation Health and Safety Act).
- Well-rounded knowledge of project management methodology, based on PMI (or equivalent) project management techniques.
- Project Management Professional (PMP) certification is an asset.
- Certification as a C.E.T with OACETT, or designation as a Professional Engineer with the PEO or Professional Geoscientist with the PGO is an asset.

## Responsibilities

*Provides administrative and project coordination support to the Project Manager for complex and sensitive projects, as well as other initiatives to support the Waste Disposal Operations and Engineering Team. (40% of time)*

- Ensures projects adhere to frameworks and all documentation is maintained appropriately.
- Coordinates project schedules and meetings, prepares agendas, invites attendees, manages resources needed to execute project deliverables, and supports project teams.
- Coordinates project monitoring and reporting, including project schedules, milestone deliverables, work hours, budgets, and expenditures.
- Reviews and circulates meeting minutes and follows up on action items.
- Prepares and edits project documentation.
- Ensures all documentation is complete, properly formatted, versioned and stored in the appropriate locations.
- Ensures project management logs and action items are up to date and accurate, per project requirements.

- Follows up on assigned action items and tracks those to closure.
- Identifies bottlenecks, risks, opportunities and seeks strategic insights. Works with in/external parties to resolve project specific issues.
- Reviews and helps inform on project changes. Maintains documentation on project changes (i.e., scope, budget, schedule, risks, and interested parties' issues).
- Works with project team to define project metrics. Gathers data and reporting for project metrics.
- Develops project dashboards and reports, to measure performance.
- Reviews and identifies continuous improvement opportunities in project processes, reporting and resourcing.
- Assists with and coordinates legal, financial and procurement matters

*Provides support for waste disposal operations, including database administration, information management, process improvement and implementation of new initiatives. (25% of time)*

- Administers the contract database to ensure that contract requirements, deliverables and timelines are updated in real time.
- Maintains and enhances landfill data, including GIS and related databases, by creating, maintaining, validating and integrating data from capital projects and operational activities.
- Administers the Workplace Health and Safety Program.
- Maintains, updates and improves the Standard Operating Procedure database.
- Acts as the section's liaison to facilitate special programs and initiatives, e.g. Annual Compost Giveaway, Public Works Week, Earth Week and Waste Reduction Week.
- Analyzes operational data to identify trends, risks, and opportunities for operational process improvement.
- Assists in the implementation of new processes and systems

*Deliver assigned capital and operational maintenance projects under the direction of the Project Manager or Supervisor, including smaller-scale initiatives such as building or site renovations. (20% of time)*

- Manages capital projects throughout the Project Lifecycle (initiation, planning, design, construction, commissioning, and close-out) by managing the integration, scope, time, cost, quality, human resources, communication, risk and procurement for each project.
- Independently manages and delivers Tier 3 capital projects, ensuring compliance to requirements and adherence to budgets and schedules as required.

Manages and administers capital budgets and forecasts to ensure support for Council's objectives, financial transparency, accountability, and monitoring budget adherence. Ensures compliance with corporate financial policies, procurement and best practices in asset management and planning. (10% of the time)

- Maintains project procurement records such as requisitions, change orders, invoices etc. are complete, up to date and filed correctly.
- Assists the Project Manager and project staff with capital project forecasting, financial processes, and other documentation.
- Performs financial administrative support, such as preparation of expense reports, purchasing card processing and initiating purchase requisitions.
- Authorizes and administers the acquisition of goods and services per the procurement policy.

*Develop and maintain relationships and communication with internal and external interested parties to support project and operational core objectives. (5% of time)*

- Meets regularly with Project Manager and Supervisor on project-related matters.
- Ensures all project documents are issued and filed in a timely manner.
- Effective and timely communication of project expectations to team members.
- Coordinates with project team members.
- Builds, liaises and maintains relationships with key internal and external interested parties on a continual basis.
- Assists in the development of Council and other presentations / reports.

### **Closing Statement**

---

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at [www.niagararegion.ca](http://www.niagararegion.ca) by May 14, 2025.

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