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Apply By: Tuesday, March 26, 2024 11:59 pm EDT

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Amended - Environmental Project Coordinator

Organization: Ministry of the Environment, Conservation and Parks

Division: Land and Water Division, Ontario Parks Operations

City: Peterborough

Language of Position(s): English

Job Term: 1 Permanent

Job Code: 14163 - Parks Planner 2 (B/U)

Salary: \$1,288.60 - \$1,625.28 Per Week*
*Indicates the salary listed as per the OPSEU Collective Agreement.

Posting Status: Open Targeted

Job ID: 211405

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We are seeking a dedicated Environmental Project Coordinator to join our Ontario Parks Operations Branch, Environmental Design Services Unit and lead infrastructure design projects in provincial parks. The ideal candidate will have a strong environmental/civil infrastructure design background and possess strong project management/communication skills. If this interests you, the Ministry of the Environment, Conservation and Parks has an exciting opportunity for you.

The Ontario Public Service (OPS) is committed to being an employer of first choice, creating a positive and inclusive work environment.

We offer:

- a defined benefit pension plan
- maternity and parental leave top-up benefits which includes adoptive parents
- comprehensive health plan
- life and disability insurance
- flexible work arrangements
- collegial and professional work culture
- career growth and development opportunities across multiple business areas
- on-the-job training to support your success in the role

Please Note: This is an open-targeted recruitment initiative. If you would like to apply from home, apply online by visiting www.ontario.ca/careers. To locate the job ad, scroll to the "start your search here" section of the page and enter the Job ID number in the Job ID search field and click on search. Late applications will not be accepted.

*Application deadline extended to March 26, 2024.

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the "How to apply" section if you require a disability-related accommodation.

What can I expect to do in this role?

As an Environmental Project Coordinator, you will:

- provide leadership to internal design staff and external vendors,
- lead and coordinate the conceptual, pre-design and detailed design stages of multi-disciplinary infrastructure projects usually involving buildings with a site water and sewage servicing component, but can include transportation infrastructure or other engineered structures,
- prepare work scopes, schedules, reports, cost estimates, tender documents, obtain regulatory pre-consultations and prepare/submit approvals applications as required,
- prepare and coordinate vendor of record project assignments, monitor and review work from vendors and internal design staff for conformance to scope, codes, standards, guidelines, regulations to deliver the project within timeframes and budget,
- provide technical support for projects during the procurement, construction phases as required,
- provide technical support and advice to park operations staff when required.

How do I qualify?

Mandatory

- You must have a valid class 'G' driver's license or equivalent, as recognized by the Province of Ontario. The offer of employment is conditional upon the successful candidate providing proof that they have a valid driver's license upon being hired.

Technical knowledge and Skills:

- knowledge and experience with provincial design standards for water treatment and distribution systems, on-site sewage treatment and dispersal systems, water and sewage pumping stations
- knowledge and experience with architectural, civil, structural, mechanical, and electrical engineering design, drafting techniques and work procedures
- knowledge of construction practices and facility operations
- knowledge of Auto-CAD and Microsoft Office software in a design office environment

Project Management and Organizational Skills:

- experience with project planning, development, and management to handle several concurrent projects to meet established capital program schedule and requirements

Communication and Interpersonal Skills:

- proven ability to establish effective relationships with project teams as well as tact/good judgement when dealing with staff issues and concerns
- demonstrated ability to draft and present project proposals, provide advice, deliver training and prepare complex technical reports and recommendations
- ability to effectively work independently and as part of a team

Analytical and Problem-Solving Skills:

- ability to develop and analyze project proposals, investigate, and recommend standard or innovative solutions to complex design issues, identifying/evaluating technologies and approaches

Additional Information:

Address:

- 1 English Permanent - Full Time, 300 Water St, Peterborough, East Region

Compensation Group:

Ontario Public Service Employees Union

Schedule:

3-A

Category:

Parks

Posted on:

Tuesday, February 27, 2024

Note:

- The information that you provide for the purpose of this competition and the results from this competition may be used to fill other positions. These positions may be of various tenures including short-term assignments. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the applicable collective agreement or policy provisions.
- Effective, January 1, 2024, the updated salary range for this position is \$1,373.31 to \$1,732.13 per week in alignment with the recently ratified OPSEU Unified 2022-2024 collective agreement.

How to apply:

1. You must apply online by visiting www.ontario.ca/careers. You must enter the job id number in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [**Writing a Cover Letter and Resume: Tips, Tools and Resources**](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [**job description**](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [**Contact Us**](#) to provide your contact information. Recruitment services team will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Tuesday, March 26, 2024 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

All Ontario Public Service external job advertisements are posted in English and French. To confirm the language requirements of a job, check the "language of position" information at the top of each job ad. For all positions, candidates will be assessed in English, the business language of the Ontario Public Service. For English/French designated bilingual positions, candidates will also be assessed through French-language proficiency testing.

Toutes les offres d'emploi externes de la fonction publique de l'Ontario sont affichées en anglais et en français. Pour connaître les exigences linguistiques, vérifiez les renseignements sur la « langue du poste » figurant dans le haut de chaque offre d'emploi. Pour tous les postes, l'évaluation des candidates et candidats se fera en anglais, la langue usuelle de la fonction publique de l'Ontario. En ce qui concerne les postes désignés bilingues, la maîtrise du français des candidates et candidats sera également évaluée.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the Ontario's Human Rights Code.**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is <http://www.gojobs.gov.on.ca>

 [Apply Online](http://www.gojobs.gov.on.ca)