



**Position:** Transportation Project Coordinator  
**Term:** Full Time  
**Location:** Toronto, Ontario, Canada  
**Reporting to:** Transportation Project Manager

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

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### **The Opportunity: Transportation Project Coordinator**

Waterfront Toronto is seeking a **Transportation Project Coordinator** to join our Planning and Design team. The Transportation Project Coordinator will support the day-to-day coordination of the design of a portfolio of public transit, transportation, and public realm projects to ensure design and construction meet Waterfront Toronto's objectives for Design Excellence, Quality of Place, and the Corporation's Sustainability Framework.

### **Key Responsibilities:**

- Assist with major design initiatives to deliver comprehensive and high-quality designs from concept through construction documents for implementation.
- Contribute to the management, oversight, decision-making, and review of transportation planning materials, including design of complete streets, public transit facilities, cycling infrastructure, road infrastructure, and public realm.
- Assist with day-to-day coordination of the design of a portfolio of public transit, transportation, and public realm projects, including elements of streetscapes, active transportation, and green infrastructure.
- Coordination of professional consultant teams comprised of engineers, transportation planners, landscape designers, architects, environmental scientists, and others and providing support in the implementation and completion of major projects.
- Work collaboratively with our partners and stakeholders, including frequent working relationships with the City of Toronto and Toronto Transit Commission.
- Attend meetings and workshops as a representative of Waterfront Toronto and of our project teams.
- Prepare design studies, project meeting minutes, monitor following up with all staff and consultants to ensure that tasks are completed on time and of a high quality.
- Monitor project schedules and expenditures to ensure they are completed within specified timeframes and on budget and in conformance with government funding requirements.
- Assist with managing necessary studies including design studies, environmental assessments, air quality testing, transportation studies, surveys, and site investigations.
- Assist with developing design and construction solutions and apply critical thinking in problem-solving.

## Skills and Qualifications:

- Organizational, coordination and project management expertise.
- A post-secondary degree in Transportation, Civil Engineering, other Engineering disciplines, Urban Planning, or Urban Design. Master's Degree will be considered an asset.
- An interest and relevant professional or project experience in Transportation Planning topics, such as sustainable transportation design, complete streets, and the links between transportation and land use.
- Strong communication and interpersonal skills.
- A minimum of one year of professional experience (co-op or other experiences may be considered if relevant).
- Experience working on the design of public transportation, streetscape, or public realm projects would be an asset.
- Project management skills to support Project Managers in strategic planning and design and to assist in managing a variety of complex projects to be delivered on schedule and on budget.
- Proactive, driven, and diligent in managing large amounts of information and tracking many simultaneous work streams and tasks.
- Ability to read complex construction drawings, project specifications and reports and communicate information with both technical stakeholders and non-technical audiences.
- Strong writing and communication skills to produce briefing documents, reports, and correspondence with internal and external stakeholders.
- Proficiency in Microsoft Office software: **Excel, Outlook, Word, and PowerPoint**.
- Working knowledge of **GIS software** and/or **CAD software** would be an asset.
- Proficiency in **Adobe Suite programs (Photoshop, Illustrator & InDesign)** would be an asset.
- A proven ability to build and maintain strong working relationships with a diversity of stakeholders will be vital in achieving the goals and objectives.

**Salary:** We offer a competitive salary and benefit package.

## Other Considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment. Employees are currently required to work in our office three days per week for collaboration and engagement purposes. Our office is located in Downtown Toronto at **251 Queens Quay East**. Employees have the option to work remotely for the remainder of the week. This is subject to change by the Corporation.

## Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: [careers@waterfronttoronto.ca](mailto:careers@waterfronttoronto.ca), quoting **File #24-01**, by **Monday, January 22, 2024**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

*Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.*