

POSITION SUMMARY:

Are you a results-driven professional looking to shape community infrastructure and drive impactful municipal development? The City of Moose Jaw is seeking a Capital Projects Coordinator to support capital initiatives across our parks, facilities, and public spaces.

Reporting to the Capital Projects Supervisor, you will play a key role in supporting all phases of municipal capital projects. You will assist with planning, execution, monitoring, quality control and budget tracking, ensuring municipal assets meet safety, environmental and quality standards while delivering exceptional value to the community.

KEY RESPONSIBILITIES:

Project Coordination: Assist with all phases of capital projects including scoping, timeline tracking, resource planning, site inspections and coordinating deliverables from initial planning through to project closure and handovers.

Procurement & Tender Administration: Review and create tender documents; assist with preparing Request for Proposals and Request for Quotes, vendor selections, and managing/monitoring contractual agreements.

Contractor & Stakeholder Liaison: Maintain effective communication between contractors, consultants, internal departments and external stakeholders throughout project lifecycles.

Compliance & Safety: Monitor construction sites to ensure contractors and employees comply with the Occupational Health and Safety Act, provincial regulations and City safety policies.

Financial Accountability & Admin Support: Produce budgetary estimates, monitor project expenditures, process invoices, create purchase orders, and assist the City's Grant Writer with funding applications.

Public Relations: Actively promote positive public and contractor relations while modeling the City's core values.

QUALIFICATIONS:

Education & Experience: Post-secondary diploma in Architectural Technologies or Engineering Design and Drafting Technologies with a minimum of one (1) year of experience in the construction industry in a similar role **OR** five (5) years of experience related to the construction of architectural infrastructure; Minimum of one (1) year of AutoCAD experience; Surveying experience is not required, but it is considered an asset; Familiarity with Microsoft-based computer systems and the ability to learn new enterprise resource software systems; Knowledge of budgeting, financial analysis, and procurement processes; Understanding of relevant municipal, provincial, and federal legislation, regulations, and industry standards; Valid Class 5 Saskatchewan driver's license and access to a personal vehicle for work purposes.

Industry Certifications: Ability to obtain Level 1 and Level 2 Occupational Health Committee Training and the Playground Inspection Certification within one (1) year.

WHAT WE OFFER AND HOW TO APPLY:

Salary Range: \$29.68 to \$35.72 hourly and a Competitive, Comprehensive Benefits Package

If you are ready to bring your technical expertise and project management skills to the City of Moose Jaw, please submit your resume outlining your credentials, experience, competition number, and references.

Email Applications to: Postings@moosejaw.ca

Application Deadline: August 16, 2026



The City of Moose Jaw is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted