

# CIMA

## Job Description

CIMA+'s Municipal & Transportation Design team combines top-notch skills with an intimate understanding of the local community to deliver customized infrastructure services for municipalities and real-estate developers. We have delivered hundreds of projects across Canada, including innovative solutions for the full spectrum of projects, on time and on budget. We support clients from start to finish, whether for building brand new or assessing, repairing, and expanding on existing infrastructure. Join us and immerse yourself in a dynamic, innovative, and collaborative environment where you'll make a real impact. Together, we'll push boundaries and go above what's expected of us to meet the challenges of tomorrow and engineer a better world!

We are seeking a **Project Coordinator** who is passionate about municipal and transportation engineering and eager to support the delivery of multidisciplinary projects. This role provides the opportunity to work on diverse initiatives such as roadway improvements, active transportation, transit development, and municipal infrastructure.

As a Project Coordinator, you will play an integral part in helping our team deliver high-quality design and project management services. Working closely with engineers, project managers, and external stakeholders, you will ensure that project activities are coordinated, documented, and executed efficiently.

## Primary Responsibilities

- Support Project Managers and multidisciplinary teams in planning, coordinating, and delivering municipal and transportation design projects, ensuring alignment with project objectives, budgets, and timelines.
- Work under the guidance of a Project Manager to lead defined work packages or subprojects
- Coordinate communication between internal disciplines, external consultants, municipalities, utilities, and government authorities
- Provide project administration support, including documentation control, procurement tracking, and coordination with the senior project team.
- Assist in the preparation on projects and proposals, and tracking schedules, budgets, work breakdown structure, time task matrix (TTM) and milestones, highlighting risks and supporting mitigation strategies
- Support proposal development
- Manage and maintain project control, including contracts, meeting minutes, change orders, and approvals.
- Participate in client and meetings, preparing agendas, taking minutes, and following up on action items.
- Contribute to continuous improvement of processes, helping maximize project quality and efficiency.

## Qualifications

- Technical diploma in Civil Engineering, Transportation Engineering, or Business Administration field.
- Minimum **2 years of experience** supporting municipal / transportation project is preferred.
- Ability to read and interpret engineering drawings, specifications, and design standards.

- Strong organizational and analytical skills with the ability to manage multiple priorities in a dynamic environment.
- Strong interpersonal skills, proactive problem-solving, and the ability to work effectively in multidisciplinary teams
- Proficiency in MS Office; experience with project management software (Primavera P6, MS Project) and/or design software (AutoCAD, Civil 3D, MicroStation) is an asset.
- Excellent written and verbal communication skills in English (French is an asset).
- Experience with public sector clients (municipalities, transit agencies, MTO) is an asset.
- Valid driver's license and access to a vehicle for site meetings/visits.

At CIMA+, we value diversity of talent and perspective. You think you can add value, but don't meet all the job requirements? We invite you to apply, because everyone has something unique to offer. The outstanding talents that choose to join us at CIMA+ soon realize that we go all out to encourage them to grow. We look forward to hearing how you can contribute to our success.