




Building Project Coordinator

Temporary Full-Time

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 Barrie, Ontario

Posting Number: TC-26-32

Job Type: Temporary Full-time, Up to 2 years, Union

Salary Range: \$71,635.20 to \$85,876.60 per year

Posted: Wednesday, June 10, 2026

Application Deadline: Wednesday, July 1, 2026 at 11:59pm

The Opportunity

The Building Services Department is part of the Infrastructure and Growth Management Division. The Building Services Department is responsible for administering and enforcing the Ontario Building Code to ensure the safety of the City's residents. This includes processing permits for construction of dwelling units, and industrial, commercial, and institutional buildings, as well as conducting site inspections, and responding to complaints/inquiries that relate to building construction and grading.

The Building Project Coordinator plays a key role in enhancing how Building Services operates by leading projects, coordinating change initiatives, and supporting continuous improvement across the department. This position is responsible for planning and implementing process and system enhancements, monitoring progress, preparing reports and documentation, and ensuring projects are effectively communicated and delivered. Working closely with staff, corporate partners, consultants, and external stakeholders, the Building Project Coordinator helps move operational priorities forward through collaboration, training, and stakeholder engagement. This position supports the rollout of new processes and systems, helps address risks and escalated issues, and contributes to onboarding, staff training, customer outreach, and departmental performance reporting. The position also leads the development of customer-facing communications and digital resources, including website content, guides, bulletins, videos, and other public information tools. This position plays an integral role in improving both the customer and employee experience by making information clear, accessible, and aligned with corporate and legislative requirements.

Our Culture and Qualifications of the Job

Corporate Culture: Your workplace values align with our corporate values of ***Strive, Share and Care*** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community.

Equally important to what we do is *how* we do it - your actions reflect our core accountabilities of ***Personal Awareness, Teamwork and Collaboration, Respect and Inclusion, Innovation, and Service Excellence***, which define how we work together to succeed.

Education (degree/diploma/certifications)

- Three (3) year College Diploma in Project Management, Communications, Political Science or a related discipline.

- Eligibility for and willingness to obtain a Project Management Professional (PMP) Certificate from the Project Management Institute (PMI) within 1 Year

Don't meet the education credentials as outlined above but have years of directly related experience? Please see the City's **Education Equivalency Policy** to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/JobOpps.

- Position Equivalency Code: D

Experience

- Three (3) years of experience performing duties related to the major responsibilities of the position
- Demonstrated project management, change management, and lean six sigma experience
- Demonstrated experience creating training manuals, tutorial videos, guides, communication assets, and public facing documents
- Demonstrated experience organizing and leading interactive training sessions

Knowledge/Skill/Ability

- General knowledge of the Ontario Building Code, Building Code Act, and By-laws (Pool Enclosure, Fees, etc.)
- Working knowledge of Corporate Branding Standards, Accessibility Standards (AODA Compliance), and Privacy Policy
- Thorough knowledge of the Accela Software System and Building Permit Process
- Demonstrated ability to:
 - communicate and present information to a wide range of internal and external contacts using the appropriate medium
 - exercise discretion and judgement when handling confidential, sensitive, and controversial information
 - coordinate simultaneous projects; effectively interface within a project team environment and collaborate with customers
 - develop, promote, and maintain relationships with internal and external stakeholders
 - interpret and analyze data; identify challenges, issues, problems, and opportunities; evaluate alternative solutions and develop sound conclusions; recommend a course of action, including short and long term goals and objectives
 - identify how system/process changes will impact operations and functionality, identify measures/indicators of a system or process, and execute action required to improve or correct performance
 - possess an attitude of continuous learning and commitment to achieving a high level of performance efficiency
 - maintain a high standard of public relations and effectively communicate policy and legislative changes
 - work independently with minimal supervision
 - shift back and forth between multiple activities while maintaining concentration
 - work under pressure to meet deadlines or peak period workloads
 - perform in a manner which is consistent with corporate goals, vision, mission, and values
- Intermediate skills include: Active Listening; Analytical; Attention to Detail; Business Acumen; Coaching; Consultation; Customer Service; Decision Making; Facilitation; Initiative; Interpersonal; Judgment; Leadership; Presentation; Prioritization; Problem Solving; Process Mapping; Professionalism; Public Engagement; Public Relations; Reading Comprehension; Record-keeping; Report-writing; Research; Strategic Thinking; Teamwork; Time Management; Training; Troubleshooting
- Advanced skills include: Change Management; Collaboration; Multitasking; Organizational; Project Management; Verbal Communication; Written Communication
- Intermediate computer literacy using Microsoft Office Suite (Access, Excel, Outlook, Powerpoint, Publisher, Word, Visio, Project), Accela, AMANDA, Adobe Pro or BlueBeam, SAP
- Availability to attend evening/weekend meetings or to work outside of designated normal hours per week

Conditions of Employment

- Valid Ontario Class "G" Driver's Licence in good standing
- Satisfactory Criminal Record Check*

*Please note that this is a requirement for any new employees to the City of Barrie in accordance with the **Police Record Check Policy**. Existing employees who have met this criteria will be exempt from this requirement

Other Important Information

Location: City Hall, 70 Collier Street, Barrie, Ontario*

*Please note that the City has a **Hybrid Work Program Policy** in place that may allow a hybrid work arrangement of one (1) remote day per week for employees who meet eligibility requirements

Hours: The normal hours of work are 35 hours per week in accordance with the Collective Agreement

Wage: This position is within the CUPE Local 2380 Bargaining Unit with the following pay level and 2026 pay range:

- Pay Level: Level 7
- Yearly Salary: \$71,635.20 to \$85,876.60
- Hourly Pay Rate: \$39.36 to \$47.18

What We Offer: This position includes extended health and dental benefits, optional enrollment in the OMERS Primary pension plan, prorated paid sick time based on the expected duration of employment, and prorated vacation time based on calendar year and in accordance with the Employment Standards Act, access to the Employee and Family Assistance Program (EFAP), discounted rates for City Fitness Memberships and Transit Passes, and access to the Perkopolis Perks program, which provides exclusive access to discounts on a wide range of products and services available to all City employees.

How to Apply: Click the '**Apply Now**' button at the top and/or bottom of the job posting to start the application process. Please note that emailed applications will not be considered.

Why Barrie?

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.



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