

Capital Projects Controls Specialist (Job # 2025-094-IE)

Department:	Engineering & Public Works
Status:	Full Time, Permanent
Date Posted:	October 8, 2025
Date Closing:	October 22, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$86,728 - \$105,518 annually
Flexible Working Arrangements:	Yes
Vacancy Reason:	New Position

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

Join a collaborative and down-to-earth team that takes pride in delivering high-quality infrastructure for the community. This newly created role is an exciting opportunity to shape how the Town plans, tracks, and reports on its capital projects and help to improve consistency, efficiency, and accountability across all project management practices. You'll play a key role in developing tools, templates, and dashboards that support major infrastructure and capital improvement projects. We're looking for someone who brings curiosity, initiative, and eager to improve how projects are delivered.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Under the direction of the Manager, Capital Projects, The Capital Projects Controls Specialist (CPCS), leads capital project management governance by developing and maintaining project management standards, tools, and templates that ensure consistency and accountability across all capital projects. This role provides guidance and training to Project Managers, fostering a culture of knowledge sharing, continuous improvement, and sound project delivery practices.

The CPCS supports project oversight through effective planning, monitoring, and reporting of scope, schedule, and budget. Responsibilities include financial tracking, forecasting, and reporting, as well as supporting procurement processes and analyzing bid submissions to inform future project planning.

By championing process improvement and implementing innovative solutions, the CPCS ensures that projects are delivered efficiently, cost-effectively, and in compliance with corporate policies and Council direction. This role plays a key part in strengthening project governance, advancing continuous improvement, and supporting the Town's long-term capital and infrastructure planning.

Qualifications and Requirements:

- University Degree in Business Administration, Finance, Engineering or related program or approved equivalent combination of education and experience.
- Project Management Professional (PMP) designation is considered an asset.
- Minimum of three (3) years related experience, with demonstrated experience in a Project Management Office setting, financial tracking, analysis, and project controls in a project-based environment.
- Experience and understanding in municipal capital program delivery performance monitoring, etc.
- Experience and understanding of project delivery in terms of processes, practices, information, data, information systems, reporting and organization/people.
- Knowledge of relevant acts, guidelines, regulations and legislation.
- Experience with tendering process and contract administration and contract law.
- Excellent communication, interpersonal, consultation and relationship building skills, with ability to deal courteously and effectively with elected and appointed officials, other levels of government, the public/residents, contractors, other departmental/corporate contacts.
- Excellent analytical, problem solving, research, organizational, project management/coordination and negotiation skills.
- Excellent skills in report writing and other forms of written communication.
- Ability to align Capital Projects Division services with departmental and corporate goals/objectives, with ability to foster corporate thinking and a positive/enthusiastic customer-service approach among staff. Continuous quality improvement orientation.
- Attention to detail and ability to prepare, administer and control costing and capital budgets.
- Proficiency using various types of software programs (Microsoft Office), and financial systems.
- Class G Driver's License in good standing and reliable vehicle to use on corporate business.
- Flexibility/availability to work outside scheduled hours /or respond to "after hours" emergencies as may be required.

How to apply:

Please forward your resume in confidence by **October 22, 2025, at 4:00 p.m.**, identifying **Job # 2025-094-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.