

Job Posting #2023-39

Job Title: Engineering Services Coordinator

Department: Engineering Services

Reports To: Director, Engineering

Directly Supervises: None

Status: Full-time, Permanent

Hours per Week: 35

Salary: \$48,667.00 - \$59,154.80

Application Due Date: Monday, October 9, 2023

Position Summary

This position is responsible for providing administrative support and customer service for the Engineering Services division of the Municipality, which deals with Asset Management, Climate Change, Project Management, Facilities and GIS. The position will report to the Director of Engineering, working closely with other department staff to assist in the research, development, and administration for both internal and external projects for the division. The coordinator will be required to regularly interface with internal departments, the public, contractors, and consultants.

Role Specific Duties and Responsibilities

General:

1. Provide administrative support to the Director of Engineering, Project Managers, and department staff which includes coordinating day-to-day administrative/secretarial functions, preparing documents, correspondence and confidential material, call screening and/or responding to calls as applicable, typing, file and plan management; processing mail and invoices; scheduling appointments/meetings/workshops; research information as requested; assist in preparing annual/monthly related reports.
2. Process fees and invoices, prepare agreements, and provide support for tracking of financial securities and invoicing related to engineering services and capital project accounts.
3. Work independently within the guidelines set out by policy and procedures, maintain effective and professional contact with all levels of staff and government, elected officials, contractors, consultants, developers, regulatory agencies, community organizations, and the general public regarding municipal projects, project status, and general related inquiries.
4. Assembles data required for budgeting purposes for inclusion in Capital and Operating Budgets; administers and monitors associated budgets.
5. Maintain accurate and up to date project files. Prepares memos, drafts letters, and ensures files contain all relevant correspondence, drawings, and specifications.

Climate Change:

6. Assist in the research, development and administration of the Climate Change Action Plan, and associated programs and projects for the corporation, including searching and assisting with completing applications for possible funding sources for Climate Change programs or projects;
7. Completes annual energy audit and assist with the long term energy conservation plan to meet the provincial requirements identified in Ontario Regulation 397/11 to develop, implement, and report on energy conservation planning.

Asset Management:

8. Assist the Asset Management team with work related to the management of the asset management plan, policy, and asset data base.
9. Coordinates asset condition assessments, analysis, and benchmarking for the development, implementation, and ongoing maintenance of the municipal Asset Management Plan. Assist and work with various departments in the development of long-range infrastructure plans (i.e.: Master Plan, Class Environmental Assessment, Replacement Plan, etc.).

Project Management:

10. Assist each of the Project Managers with work related to the management, coordination, and planning of ongoing or future municipal projects.
11. Correspond and effectively communicate with project manager(s), consultants, general contractors, Municipal representatives, Council, and the public during each stage of municipal projects.
12. Work closely with Project Managers to plan, schedule, book, participate and take minutes for project meetings including project review, site meetings and budget meetings.
13. Assist Project Managers in the development of bid specifications, procurement, bid analysis, contractor supervision and contract administration. Help to prepare and maintain RFP, Tender, and Bid information for all capital projects.
14. Assist in handling related project issues such as funding applications and related reporting, signage, permit applications, site plan submission documents, conservation and municipal authorities having jurisdiction, real estate matters and operational opening preparation.
15. Create reports, review, analyse and distribute to the project lead(s) as required for project status and budgets.

16. Works with Project Mangers and Communication team to develop and schedule all project communication. Maintain divisional and project information on the municipal website, including providing capital project updates.
17. Assist with the entry of asset management data into the asset management databases after project completion.

General Duties and Accountabilities (All Municipal Roles)

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Valid "G" Class Driver's license with access to a reliable vehicle where required.

Education, Skills and Experience

1. Post secondary education in Business, Civil/Environmental Engineering, Project Management, or related discipline or an equivalent combination of education and experience.
2. Minimum 2 years' related customer service or coordinator experience preferably in a municipal environment relating to engineering, project management or related experience.
3. Understanding of project management/administration principles, research and report writing, and basic accounting principles.
4. Thorough working knowledge of Microsoft Windows and Office applications, and office equipment.
5. Ability to develop materials, facilitate sessions and present information to staff, Council, and the public.
6. Strong skills in communication (written, oral and interpersonal), organizational, public relations, customer service and time management. Possess a friendly, positive demeanor.
7. Ability to maintain confidentiality, be tactful in all dealings, and be self-motivated.

8. Ability to multi-task, to work with interruptions, and to display common sense and patience.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting, computer usage and visual concentration. Working conditions are in a standard office environment with exposure to verbal criticism from the public. Job will involve some travel.
- Normal hours of work are 35 hours per week, Monday to Friday; attend occasional evening meetings, as required.

Contacts and Interactions

- Communicates regularly with municipal staff, contractors, government agencies, and the public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2023-39 by Monday, October 9, 2023 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

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

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.