

## **Public Works Engineering Coordinator**

### **Job Description -- Revised March 28/09**

**Position Title:** Public Works Engineering Coordinator

**Reporting To:** Manager of Public Services

#### **Purpose of Position:**

Responsible for coordinating capital and other non-maintenance work performed on municipal infrastructure and assisting engineers, developers, and residents with infrastructure information

#### **Major Responsibilities/Duties:**

- Assists in the daily functions of the Public Works Department as well as provide technical expertise and support to other departments and Public works Supervisors.
- Undertake and coordinate the review and approval of engineering drawings and reports for new development pursuant to the Towns Development Manual.
- Oversee maintenance and upgrading of infrastructure , including roads, sanitary and storm sewers, watermains, sidewalks and traffic issues.
- Liaison with government agencies, consulting engineers, Contractors and inspectors regarding project status including construction, substantial performance, maintenance periods, deficiencies and project acceptance.
- Responsible for inspection of in-house contracted construction work on all municipal infrastructures and overview of new subdivision construction.
- When required contacts with member of Council and/or the Chief Administrative Officer to resolve facility user issues and respond to public complaints and requests.
- Assist with negotiation of servicing agreements with landowners/developers and administering the terms and conditions through construction phase.
- Municipal drainage inspection services and onsite supervision and documentation of municipal drain projects under the provisions of the Drainage Act including tile loan and grant applications and preparation of maintenance schedules.

- Tender and contract preparation and evaluation in accordance with governing codes.
- Provide assistance to various committees including Traffic Committee and Committee of adjustment
- To perform other duties as assigned by the Manager of Public Services.

**Human Resources:**

- Oversee and provide direction to contractors and other outside services
- Manage and coordinate the professional services that are purchased by the Public Services Department in carrying out the Council assigned departmental responsibilities including the town's solicitor and other required specialized consulting services.
- Understand and ensure compliance of the Occupational Health and Safety Act and Regulations to ensure the health and safety of their direct reports. Understand and enforce the Town's Health & Safety policies and procedures.

**Education/Skills:**

- A University degree in Civil Engineering
- Civil Engineering Technologist

**Knowledge:**

- Minimum of 5 to 10 years related work experience. Direct experience considered as an asset.
- Thorough knowledge of legislation/regulations, standards and reporting requirements affecting the municipal Public Works environment.
- Thorough working knowledge of municipal planning and design and construction standards.
- Effective public relations, inter-personal, and oral and written communication skills
- Possess excellent organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established time lines.

- Municipal experience considered as an asset.
- A thorough working knowledge of AutoCad and Arc GIS for plan preparation

**Physical Skills and Effort:**

- Manual dexterity to a operate personal computer.
- Physical activities such as crouching, lifting, pushing, pulling, coordination of fine or course movements and repetitive motions may be required

**Decision Making and Judgement:**

Decision making/judgement required in the following areas:

- Analyzing and developing plans for various tasks to be performed by Town employees and/or other external service
- Establishing priorities and plans for department and development staff and professional services to meet Council established service levels and deadlines.
- Identifying fundamental problems with regards to maintenance and service and implementing the best possible solution for the issue
- Planning for change in direction, manpower, and equipment without hesitation.

**Interpersonal Contacts/Internal Contacts:**

- Daily contacts with Manager of Public Services, the towns Roads and Parks Superintendent, Sewer and Watermain Superintendent and other department heads/staff on as needed basis, to administer, manage and coordinate all aspects of the Town's Public Services department.
- With the Manager of Public Services to review the status of established goals and objectives and to seek advice and direction.

**External Contacts:**

- Meet and correspond with residents and representatives from the community including government agencies, the public, suppliers/contractors, and other professional organizations/agencies

**Working Conditions:**

Environment: Working within an office environment, with off-site meetings and site visits on an as needed basis

Control Over  
Work Schedule Attend Council meetings, Committee of Council meetings and other meetings as required.