



Town of Wasaga Beach

JOB DESCRIPTION

Department: Public Works	Division: Engineering
Effective Date: July 10, 2012	Revision Date: February 25, 2025
Approved By: Manager of Engineering	Wage Range: \$49.68 - \$58.12
Hours of Work: 35 Hours / Week	Value Group: Group 7

JOB TITLE:

Project Coordinator - Engineering

REPORTS TO:

Manager, Engineering Services

SUBORDINATE POSITIONS:

None

JOB PURPOSE:

To perform effectively all aspects of work related to the project coordination and administration of major capital works projects: design of minor capital improvement projects; review and comment on the municipal servicing component of Capital Works projects and proposed development design drawings; respond to enquiries; develop, review and recommend policies, standards and procedures with regard to infrastructure construction; perform site inspections; attend construction meetings; recommend letter of credit reductions and releases for developments; conduct surveys; maintain project schedule and budget; and assist with administration of the Town's public transit system. The emphasis of this position will be of the coordination and administration of Municipal Capital Works Projects ensuring that they are on schedule and within budget.

TASKS:

% of Time

1) **Project Management**

40%

- Coordinate, administer and oversee various Municipal Capital Works Projects, to ensure compliance with applicable municipal and provincial standards, monitor progress, evaluate and recommend payment and maintain associated costs, attend site meetings; prepare recommendations with respect to contract changes for extra costs, administer and monitor assigned components of the approved budget;

- Prepare and review construction specifications, cost estimates, project schedules and reports;
- Design and/or coordinate the design of assigned Capital Works redevelopment projects including prioritizing projects, obtaining necessary agency/governmental approvals, and preparing maps/drawings; preparation and/or review of tender specifications and documents;
- Liaise with consultants, utilities and contractors regarding standards and specifications for approval of drawings and/or construction activities;
- Respond to enquiries and/or liaise with the general public, other departments/levels of government, utilities, consultants, developers, contractors, etc., on matters relating to municipal services design and engineering; respond to and investigate associated complaints/concerns; attend associated meetings, as required.

2) Inspections 15%

- Oversee and observe site inspections of Capital Works and/or developer initiated infrastructure construction projects to assess/resolve design-related issues and problems; perform lot grading inspections for interim and final certifications; inspect development construction activities (subdivision, site plan and condominiums).

3) Administration of Transit System 10%

- Administer the Town's public transit system;
- Act as primary liaison with the transit operator;
- Review and respond to transit inquiries and/or complaints;
- Develop and maintain transit planning strategy;
- Evaluate and make recommendations regarding operational improvements.

4) Administration 10%

- Administration of various maintenance and construction tenders; prepare and analyze technical studies regarding Town engineering transportation/traffic, and/or related issues;
- Develop, review and recommend policies and procedures, Town engineering standards, design criteria and construction specifications related to municipal servicing engineering;
- Organize, attend and provide technical comments at various meetings;
- Ensure any necessary design changes or alterations to contract drawings arising during construction are approved and implemented within budget;
- Assist with the review and comment on the various development proposals to ensure appropriateness and compliance with Town Engineering Standards and existing/proposed municipal services; assist with the review of lot grading plans and fill permit for conformance to Town Standards including inspections.

- 5) **Budgets** **10%**
- Assist in preparation of the annual capital and operating budget submissions for the department; provide construction estimates for capital projects; administrator and monitor assigned components of the approved budget.
- 6) **Surveys, Data Collection and Asset Management** **10%**
- Supervise or conduct field survey, inspections or technical investigations to provide data for engineering projects, and maintain the Town's asset management database associated with Public Works infrastructure.
- 7) **Other** **5%**
- Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines;
 - Perform other duties as may be assigned regarding special studies or in accordance with departmental and corporate objectives.

QUALIFICATIONS / EDUCATION:

- Degree/diploma in Civil Engineering or related discipline.
- Possession of an Engineering designation (e.g., P.Eng or CET). Detailed knowledge of municipal infrastructure design, construction and contract administration, plans review, subdivision development, stormwater management and lot grading;
- Thorough knowledge of Windows Microsoft and Office applications, AutoCAD software, and construction survey instruments and techniques, Occupational Health and Safety Act, WHMIS, relevant legislation/guidelines/policies and procedures (design experience with AutoCAD Civil 3D considered an asset);
- Knowledge of basic principles of land use planning;
- Knowledge of transit systems and planning principles considered an asset;
- Experience with WaterCAD software for water distribution system modelling and analysis would be considered an asset;
- Excellent interpersonal, communication, report writing, organizational, analytical, project management, and problem-solving skills;
- Ability to deal independently, courteously and professionally in any situation and work with and contribute positively to a service oriented team;
- Valid Class 'G' Driver's Licence in good standing with an acceptable abstract and a reliable vehicle to use on corporate business;
- Ability to provide an acceptable, current criminal records check.

PROFESSIONAL DESIGNATION:

- Certified Engineering Technologist (C.E.T.) designation with OACETT or Registered member of the Association of Professional Engineers of Ontario (P.Eng.)

EXPERIENCE:

Three (3) years previous related job experience, two (2) year on the job, five (5) years total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Employee (please print name & sign)

Date

HR/Manager (please print name & sign)

Date

Department Head (please print name & sign)

Date