



## Township of Essa Job Description

### Position Title: Engineering Coordinator – January 2024

<b>Reports to:</b>	Manager of Public Works	<b>Last Revision Date:</b>	January 2024
<b>Department:</b>	Public Works	<b>Supervise staff or assign work (lead hand) or no HR responsibility?</b>	No supervisory responsibilities
<b>Location:</b>	Municipal Office	<b>List all positions directly supervised:</b>	None
<b>Standard weekly hours per employment agreement:</b>	35	<b>List of all position indirectly supervised:</b>	None
<b>Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)</b>	Full time	<b>Pay Band #:</b>	5
<b>Pay Method: (Salary or Hourly)</b>	Salary	<b>On Call (Yes reference to details)</b>	No
<b>Overtime (Eligible? Weekly Threshold?):</b>	Unpaid, 1.5 hours off for each hour worked in excess of regular hours	<b>Eligible for all staff group benefits? (yes/no)</b>	Yes
		<b>If eligible for some describe which:</b>	
		<b>Eligible for OMERS? (yes/no)</b>	Yes

#### Scope (Purpose) of Position:

Assists with the development and implementation of long and short term capital and development projects/programs; assists in the enforcement of development agreements; maintains the Township's engineering standards; and provides project coordination and site inspection for capital, maintenance and development projects, which includes traffic, water, sewer and storm sewer projects. Provides project coordination duties, site inspection, cost control, project finances, proposal, and tender writing for assigned capital, maintenance, and development projects.

#### Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.
- Demonstrate teamwork and a strong sense of customer service.
- Perform other duties as assigned.



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Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
<p><b>General assistance to Public Works</b></p>	<ul style="list-style-type: none"> <li>• Provides assistance to utility companies on location of watermain and storm/sewer lines upon locate requests; processes requests and payments for locate information in a timely fashion.</li> <li>• Reviews of planned and installed works including culvert installations and location of entrances in conjunction with safety standards of the Province/Municipality; issuance of entrance and road occupancy permits and inspection of works associated therewith.</li> <li>• Processes requests for entrances, culverts, road occupancy and fill permits and collects required deposits and fees in accordance with the policies and procedures of the Municipality.</li> <li>• Responds to inquiries from the public relating to entrances, culverts and lot grading and drainage matters.</li> <li>• Assignment and maintenance of 9-1-1 civic addressing system; responds to enquiries.</li> <li>• Assists with water meter reads, coordination of water meters or water shut off matters; assists the Utility Coordinator with meter or billing matters.</li> <li>• Liaise with the public, property owners, builders, other departments, utility companies, consultants, government agencies, etc. on development plans and assumed subdivisions attending meetings as required when the Manager of Public Works or Municipal Engineer is not involved with a file.</li> <li>• Analyzes technical studies including but not limited to traffic studies and Environmental Assessments to assist the Manager.</li> <li>• Assists with traffic count data collection and processing.</li> <li>• Administers the Township's street tree replacement program.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Maintains an inventory of stormwater ponds, arranging for required works and cleanouts on a periodic basis.</li> <li>• Assists in the enforcement of development agreements.</li> <li>• Maintains the Township's Engineering Standards document.</li> </ul>	
<b>Review of Development Plans</b>	<ul style="list-style-type: none"> <li>• Reviews and comments on design works for stormwater management and lot grading plans.</li> <li>• Reviews could include engineering design drawings for entrances, culverts, watermain, sanitary and storm works and drainage systems - work also includes construction and utility drawing review.</li> <li>• Provides comments on development plans to planning staff and/or consultants or developers and provides technical assistance where/when required assisting with project coordination and site inspection.</li> </ul>	
<b>Capital and development projects/programs</b>	<ul style="list-style-type: none"> <li>• Prepares and posts RFPs and tender works and arranges for proper public openings.</li> <li>• Summarizes results for the Manager of Public Works.</li> <li>• Provides project coordination and site inspection for capital, maintenance, and development projects, which includes traffic, water, sewer and storm sewer projects.</li> <li>• Assists with project finance, cost estimation.</li> </ul>	
<b>Source Water Protection and Environmental Controls</b>	<ul style="list-style-type: none"> <li>• Serves to implement a source water protection plan and appropriate measures in the Municipality.</li> <li>• Reviews and recommends on energy consumption.</li> <li>• Applies for grants.</li> </ul>	



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### Other details of the position

**1. Describe the type of problems this position may have to solve.**

Analysis of complex alternatives; complex problems to solve with financial costing; assists and makes recommendations to the Manager.

**2. Describe the type of decisions this position may have to make.**

Regular creativity and ingenuity required; involved in engineering projects.

**3. List the non-supervisory business relationships that come with the position.**

Business relationships with internal staff including those outside of the Public Works Department. Frequent contact with external stakeholders such as residents, developers and contractors, Engineers and CETs, etc. Good interpersonal/oral and written communication skills required.

**4. Any responsibility for material resources required by the position? If so list.**

Responsible for safe usage, records and maintenance of public material resources and including small equipment within the policies and procedures of the organization. Responsible for survey equipment, computer.

**5. Any responsibility for information resources required by the position? If so list.**

Responsibility for information resources. Responsible for some of the collection, storage, retrieval, backup and proper usage of records, and maintenance of the organization of public works studies and reports.

**6. What is the spending limit for purchases of the position?**

None.

**7. Any budget involvement? If so explain**

None.

### Expected Behaviours of the position (same for all positions)

	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
<b>1. Communication</b>				
(a) Written communications		X		
(b) Oral communications one-on-one or in small groups			X	
(c) Large group presentation	X			



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(d) Positive demeanor				X
(e) Negotiation/Mediation	X			
<b>2. Stakeholder Contact</b>				
(a) Knowledge of the services provided			X	
(b) Professional manner in dealing with stakeholders			X	
(c) Customer focused orientation (can do)			X	
(d) Build strong relationships			X	
(e) Continually improve service			X	
<b>3. Leadership</b>				
(a) Develop a business or strategic plan (planning)	X			
(b) Convince others to buy into our vision or a change	X			
(c) Translate the strategy & plan into action & results	X			
(d) Flexible & adaptive (open to new ideas)			X	
(e) Innovate			X	
(f) Think critically – Think independently			X	
(g) Tolerant (diversity)		X		
(h) Empathy		X		
(i) Confidence		X		
(j) Active listening		X		
<b>4. Supervisory</b>				
(a) Coach & mentor	X			
(b) Empower & delegate	X			
(c) Manage job performance (give continuous corrective feedback)	X			
(d) Discipline and tough decisions as appropriate	X			
(e) Manage succession planning	X			
(f) Create and manage personal development plans for reports	X			
<b>5. Teamwork</b>				
(a) Work effectively with team members who have a variety of skill levels			X	
(b) Build & sustain internal relationships			X	
(c) Champion collaboration within the team			X	
(d) Accept all feedback (superiors, pers & subordinates)			X	
(e) Respect authority			X	
(f) Resolve conflict & difficult people		X		



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6. Working Skills				
(a) Manage workload and meet deadlines (time management)		X		
(b) Deliver results (work ethic)		X		
(c) Manage stress		X		
(d) Manage quality of own work (attention to detail)			X	
(e) Ethics & integrity		X		
(f) Autonomy (independent action)		X		
(g) Creativity (originality and independent thinking)			X	
(h) Organization including project management		X		

### Qualifications

#### Formal Education & Training:

University degree and Engineer in Training (EIT) or College program for CET, GIS-trained, trained using AutoCAD and survey equipment.

#### Required in house training:

Water meter reads and familiarity with installation and operation, water shut offs, sanitary and storm works, source water protection planning, knowledge of municipal databases.

#### Work Experience:

1 – 3 months experience in a municipal setting preferred; 2 years construction experience.

#### Specific Technical & Sector Skills required:

CET/GIS skills. Class G Driver's Licence.



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## Physical Skill & Effort and Working Conditions

Use of one physical skill with little time pressure to complete task. Occasional periods of physical exertion producing moderate level of fatigue; may involve light lifting, working with light tools/equipment; has ability to vary tasks to alleviate fatigue factors.

## Mental Skill & Effort and Working Conditions

High mental skill, effort and judgement required. Requirements for attention to detail are very high as errors have a significant effect on the organization; technical responsibilities.

SIGNATURES / APPROVALS	Date	Signature
<b>Incumbent:</b>		
<b>Department Head:</b>		
<b>Chief Administrative Officer:</b>  <span style="color: blue;">Michael Mikael, P.Eng</span>		