



A Natural Attraction

City of Quinte West

Job Description

Position: Project and Development Coordinator

Department: Public Works and Environmental Services

Reports to: Manager of Engineering Services

Purpose and Scope:

The Project and Development Coordinator is responsible for administering construction projects initiated by any department, and as well, is responsible for reviewing and recommending for approval, designs and construction of developer initiated municipal servicing projects including sanitary and storm sewers, water mains, roads, sidewalks, drainage systems and lot grading etc. In addition, this position in conjunction with other departmental staff is responsible for designing, reviewing and preparing tender documents and specifications, preparing and managing appropriate studies and providing technical assistance. The Project and Development Coordinator assists in the management of City assets.

Duties and Responsibilities:

The position will:

- Design or review and recommend for approval designs and construction of municipal servicing projects including roads, water main, sanitary and storm sewers, storm water management, lot grading, drainage systems, transportation engineering, street lighting and other municipal servicing in accordance with City approved policies and standards and accepted engineering practices.
- Review, assist in the preparation and administering of subdivision, site plan and other development and/or engineering agreements.

- Provide technical assistance as required.
- Liaise with the public, property owners, builders, other departments, utility companies, consultants, other levels of government, etc., on matters relating to both City and Developer initiated municipal servicing engineering and attend and facilitate internal and public meetings as required.
- Prepare and/or analyse technical studies and provide advice to departments.
- Perform site inspections within subdivision and site plan developments to ensure services are constructed in accordance with City standards and specifications and/or resolve problems related to design/installation or services.
- Respond to inquiries and resolve/refer as appropriate, complaints from property owners, builders, consultants, staff, other departments, etc., with regard to the administration of subdivisions and site plan agreements and other departmental related matters.
- Perform servicing design work related to City projects as assigned.
- Review site plan developments and subdivision plans, engineering drawings, draft plans, committee of adjustment applications, Zoning and Official Plan amendments, etc. for City and Developer initiated projects with respect to City and Provincial standards, existing and proposed municipal servicing, specifications, by-laws and accepted engineering practices and comments and make recommendations on same; monitor progress for compliance.
- Advise on short and long term projects to be undertaken by the City relative to maintenance and construction of infrastructure works.
- Attend various committee meetings and other meetings as required.
- Prepare studies and/or coordinate and oversee consultant preparation of studies as assigned. Review and analyze associated report data, etc.
- Assist with the collection and analysis of data for the City's Asset Management Plan.
- Help maintain the City's inventory of capital assets.
- Assist with determining the City's level of services for asset management purposes.
- Ensure compliance with all Provincial, Federal and Municipal statutes and regulations as they pertain to the position.
- Receive, respond to and resolve complaints, inquiries and requests for information and deal with all contacts in a courteous, efficient manner to promote a high standard of public relations at all times.
- Participate in the development of departmental policies and procedures.
- Ensure adherence to the City's Occupational Health and Safety policies and procedures and ensure that all program/office staff comply with policies and regulations.
- Perform such other duties necessary and assigned to maintain the continuity of functions under the incumbent's jurisdiction.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Contacts:

The position will have direct contact with:

Internal: Manager of Engineering Services, Director of Public Works and Environmental Services, other City Division staff, Council members, Committees of Council where required.

External: General Public, Federal and Provincial Government staff and Agencies, Consultants where appropriate, Contractors, etc.

Education/Specialized Training/Skills:

The position will require:

- A minimum of a three (3) year College Diploma in Civil Engineering.
- A valid Ontario Driver's Licence with a favourable Driver's Abstract is required.
- Self-motivated with a demonstrated ability to function positively in a diverse range of teamwork situations.
- A highly developed sense of tact and diplomacy.
- Working knowledge of Microsoft Word and Excel.
- Excellent organizational, interpersonal and communication skills with a proven focus on service delivery.
- The position requires a detailed understanding of municipal urban, semi-urban and rural infrastructure matters including roads, water, sanitary and storm sewers, sidewalks, trails, etc.
- Communication, decision-making and public relationship skills are required together with the ability to issue clearly understandable written and oral instructions.
- The position requires a commitment to understanding and meeting customer/community needs, working with others as a team.

Work Experience:

At least five (5) years of progressive experience, directly related to plan review, project management and approval of municipal servicing and transportation engineering, preferably in a municipal environment.

Decision Making:

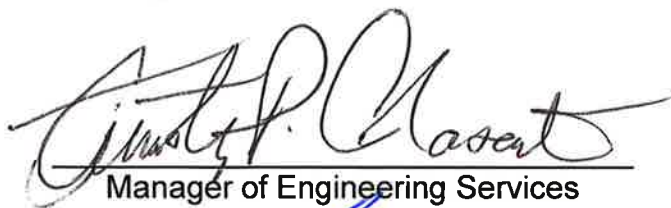
The position is responsible for providing timely, accurate advice and reports to the Manager and/or Director, department staff, Council or its Committees and other City Departments where appropriate and to respond to the decisions and directions generated by the same.

Supervision:

- Not Applicable.

Work Environment:

- Attend day or evening Committee meetings as required.
- Work in an office environment on a regular basis.
- Requirement to work in an outside environment for supervision of projects, etc.



Manager of Engineering Services



Date



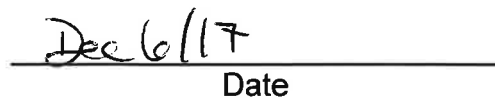
Director of Public Works and
Environmental Services



Date



Manager of Human Resources



Date