



A Natural Attraction

### Career Profile Application Form

## Project and Development Coordinator Public Works and Environmental Services

A resume and application must be submitted by email and will be accepted up to **4:30 p.m. on January 11, 2019**, to [hr@quintewest.ca](mailto:hr@quintewest.ca). Applicants who do not follow this direction, will not be considered.

#### Please Type or Print:

<b>Name:</b>	(First Name or name known by followed by last name)		
<b>Address:</b>	<b>911 Street Address:</b>		
	<b>Apartment/Unit#:</b>	<b>PO Box:</b>	<b>Rural Route:</b>
	<b>City/ Town:</b>		<b>Postal Code:</b>
<b>Telephone:</b>	<b>Home:</b>	<b>Cell:</b>	
	<b>Work :</b>		
<b>Email Address:</b>			

#### Thank you for your interest in this posting. Please read the following information to assist you with completing this document:

- You will be required to submit a **resume and application** in order to be considered for this position. You also need to include detailed information regarding your related experience.
- Failure to submit your **resume and application** will forfeit your opportunity to apply for this position.

#### Availability:

I am available for work:

Days  Yes  No

8:00 a.m. - 4:45 p.m.  Yes  No

#### Experience:

This position requires a minimum of five (5) years of progressive experience directly related to plan review, project management and approval of municipal servicing and transportation engineering. Do you have this experience?

Yes

No

**Education/Specialized Training/Skills:**

This position requires a minimum of a three (3) year Diploma in Civil Engineering. Do you have a minimum of a three (3) year Diploma in Civil Engineering?

- Yes  No

Please indicate the extent of your educational experience:

- High School  Certificate  Diploma  Degree  
 Masters  PhD  Other: Please specify:  None of the above

Do you have a detailed understanding of municipal urban, semi-urban and rural infrastructure matters, including roads, water, sanitary and storm sewers, sidewalks, trails, etc?

- Yes  No

This position requires experience in asset management. Do you have experience in asset management?

- Yes  No

Although not required, an asset to this position would be:

Do you have experience in active transportation?

- Yes  No

Are you a member of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)?

- Yes  No

Standard First Aid Certificate

- Yes, and valid.  Yes, but expired.  No, but am willing to work toward obtaining.

AED Certificate

- Yes, and valid.  Yes, but expired.  No, but am willing to work toward obtaining.

**Equivalency Statement:**

Please indicate the amount of time you have spent doing work related to that expected in the role you are applying.

Number of Years:	Number of Months:	Job Title(s):	Employer(s):
<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	<input type="checkbox"/> Coop/Placement	<input type="checkbox"/> Volunteer

<input type="checkbox"/> Internship	<input type="checkbox"/> Other - Please specify:		
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**Licence Requirements:**

A valid Ontario Driver's Licence with a clean Drivers and CVOR Abstract is required for this position. Do you have a valid Ontario Driver's Licence?

Yes  No

Do you have a clean Drivers and CVOR Abstract?

Yes  No

Please indicate which of the following Driver's Licence(s) you hold, if any:

Licence Class or provincial equivalent:  None of the Above  "G1"  "G2"  "G"  "A"  "B"  "C"  "D"  "Z"

**Duties and Responsibilities:**

This job requires the following. Are you willing and able to perform the following duties?

Duty	Willing	Able	Previous Work Experience
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Review, assist in the preparation and administering of subdivision, site plan and other development and/or engineering agreements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide technical assistance as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prepare and/or analyse technical studies and provide advice to departments.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Perform site inspections within subdivision and site plan developments to ensure services are constructed in accordance with	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Perform servicing design work related to City projects as assigned.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Advise on short and long term projects to be undertaken by the City relative to maintenance and construction of infrastructure works.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attend various committee meetings and other meetings as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prepare studies and/or coordinate and oversee consultant preparation of studies as assigned. Review and analyze associated report data, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assist with the collection and analysis of data for the City's Asset Management Plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Help maintain the City's inventory of capital assets.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assist with determining the City's level of services for asset management purposes.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure compliance with all Provincial, Federal and Municipal statutes and regulations as they pertain to the position.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participate in the development of departmental policies and procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Perform such other duties necessary and assigned to maintain the continuity of functions under the incumbent's jurisdiction.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Acknowledgement of Duties, Responsibilities and Other Requirements:**

I acknowledge that I am aware of and in agreement to the duties, responsibilities and other job requirements as outlined above. I understand that the position is expected to be professional and take pride in their work. I understand that the duties listed above are not to be construed as all inclusive.

Yes  No

**Decision Making**

This position is responsible for providing timely, accurate advise and reports to the Manger 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.

Yes  No

**Work Environment:**

<b>Work Environment</b>	<b>Willing</b>	<b>Able</b>	<b>Experienced</b>
Work in an office environment on a regular basis.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Requirement to work outdoors for supervision of projects.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attend day or evening committee and internal meetings as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Related Employment:**

- Please describe in detail in the information boxes below, your top three (3) positions where you gained work experience **related** to the role you are applying for.
- Include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience as it relates to the requirements based on this question and the job posting).
- If you missed including details for a given question you will not receive recognition for where have not provided an answer.

**Employer:**

**Job Title (include employment dates):**

**Related Experience:**


**Language:**

This position requires the candidate to speak, read, write and understand the English language.

Are you able to understand and willing to communicate using the English language as follows?

- Speak  Yes  No
- Read  Yes  No
- Write  Yes  No

Although not required, it would be an asset to this position if the candidate was able to speak, read, write and understand the French.

Are you able to understand and willing to communicate using the French language as follows?

- Speak  Yes  No
- Read  Yes  No
- Write  Yes  No

**Employment Status:**

Are you currently, or have you previously been employed by the City of Quinte West?

- Yes, I am currently employed by the City of Quinte West.
- I have previously been employed by the City of Quinte West.
- No, I have not previously been employed by the City of Quinte West.

**Assets:**

Do you have any community service involvement or volunteer service experience?  Yes  No

If yes, please describe:

**Seasonal/Casual Employment:**

Are you a former seasonal employee, previously employed by the City of Quinte West?

Yes, I am.  No, I am not.

Please note that previous seasonal/casual hires must re-apply and have received a favourable re-hire status on the end of season performance evaluation. (Information will be verified at time of consideration).

### Requirements Upon Hire:

To be eligible to work in this position you must meet and fulfil the following criteria prior to the position start date:

Must be legally entitled to work in Canada. Are you legally entitled to work in Canada?

Yes  No

New employees will be required to complete pre-employment medical based on the physical and/or cognitive demands required for a position.

Yes  No

Because of the environment this position will be working in, should an offer be extended, prior to the first day on the job, candidates over 18 years will be required to consent to completion of a Criminal Background Check with favourable results. I am aware that successful candidates will be required to complete a criminal background check with favourable results prior to commencement of employment.

Yes  No

Have you ever been convicted of a crime for which a pardon was not granted?

Yes  No

Must be in possession of and present an official Social Insurance Number at time of hire.

Yes  No

For those positions that require a valid Driver's Licence, candidates will be required to consent to the running of and favourable results of a Driver's Abstract in good standing.

Yes  No

New employees will be required to complete Health & Safety and other mandatory training on or before their first day of employment, and that other training (including Health & Safety policies) and job specific training will also be required?

Yes  No

Please submit only this application form and your resume. Do not include copies of transcripts, licences, certificates, vulnerable sector checks, criminal background checks, Social Insurance Numbers, references, etc.

Yes, I understand that I am only to submit this application and my resume at this time.

### Where did you first become aware of this job opening?

The City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca)

Through our job subscription (signed up for notification when a job was posted)?

- Through <https://www.facebook.com/>
- Through Twitter: <https://twitter.com/>
- Through [www.indeed.ca](http://www.indeed.ca)
- Through a newspaper ad. If yes, which one?
- Through a referral? If yes, who:
- Through another source? If yes, where/who:

**Disclaimer:**

I am aware that Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

Yes

I am aware that, in accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. I am aware that I am to call 613-392-2841 (4515) or email the above if I require an accommodation to ensure participation in the recruitment and selection process.

Yes

**Certification of Application:**

I certify that the information contained in this application is true and complete to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal.

Yes

**Completed by: (block letters):**

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**Signature**

**Date completed:**