

ESQUIMALT POSITION DESCRIPTION

Pos. No: 845

EFFECTIVE DATE: 2022

Reviewed: November 2022

Approved by: Engineering Manager

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| Position Title: | Project Coordinator |
| Department/Division/Section: | Engineering |

POSITION FUNCTION

Performs functions related to the project management of active transportation, inflow & infiltration (I&I), and other engineering projects in support of the Township's strategic plans. The Project Coordinator is responsible for supporting the engineering department with the delivery and implementation of projects and involves activities such as project planning, design and construction coordination, investigating, interaction with the public, QA/QC, change management, and record keeping of the installation of the various types of work.

KEY DUTIES

Assist the Manager of Engineering in the development, implementation, and management of the Township's capital projects.

Administer and coordinate projects and programs with all layers of government and community partners through communication, planning, design and construction phases.

Identify scope of work for capital projects using strategic priorities, plans, policies, and bylaws.

Investigate issues related to engineering infrastructure.

Prepare reports and take inputs from advisory committees and staff to implement action plans.

Prepare tender documents and design proposals for capital projects.

Prepare funding and budget proposals; oversee consultant selection processes and guide project contractors.

Provide contractor administration assistance as the owner's representative.

Facilitate engagement, collaboration, and cooperation between internal and external stakeholders in project planning, design, and construction to maintain project scope, cost and quality, and report regularly on project status, risks and mitigation options.

Respond to inquiries from the public and City staff.

Prepare, coordinate, and attend City-hosted and citizen-led public events. Maintain regular liaison with contractors, suppliers, and government agencies.

Represent the Township of Esquimalt at community and advisory committee meetings; provide advice and recommendations on policies/initiatives/programs to meet Esquimalt's objectives and policies.

Draft bylaws and policies and provide improvement suggestions.

Provide design drawings and specifications for capital projects.

General drafting and mapping services for other municipal departments and outside agencies.

Maintain and update mapping and drafting standards.

Discuss drawings, mapping information, schedules, and compatibility of computer records with other Municipal departments and outside agencies, such as government, professional consultants, the public, and utilities.

Perform related duties where qualified.

INDEPENDENCE

Programs are assigned and reviewed by supervisor while in progress. Plans, work, and tasks are self-generated and performed independently according to established engineering principles, guidelines, and policies.

New initiatives, major projects, work priorities and policy development, objectives and schedules are discussed with supervisor with recommendations.

Issues involving public complaints are handled independently according to departmental and Municipal Policy.

Hiring or discipline of staff are referred to supervisor.

WORKING CONDITIONS

Physical Effort:

Operate computer keyboard and digitizing tablet (frequent).

Mental Effort:

Short periods of concentration while: conducting drawing/policy reviews; operating computer, reviewing reports, and computer drafting (frequent); and meeting multiple deadlines (frequent).

Visual/Auditory Effort:

Focus on construction activities, drafting, and computer terminal (frequent).

Work Environment:

Office (frequent).

Work near moving traffic and heavy equipment around and within construction sites (often).

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Expert knowledge and understanding of all aspects of surveying, civil engineering design, active transportation design, databases, and permanent records management.

Ability to read, interpret and review/correct engineering plans and drawings.

Ability to communicate effectively verbally and in writing.

Working level knowledge of computerized drafting applications.

Ability to: plan, organize, and prioritize the work of a unit; train and mentor staff; contribute to performance feedback; and assist in the hiring and promotion of staff (as required).

Excellent communication skills, customer service skills, interpersonal skills, and ability to interact with the public in a courteous and tactful manner.

Ability to operate standard engineering office equipment, computers, and software.

Willingness to maintain technical knowledge and learn new technology or software.

Willingness to continually improve.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification:

Diploma in Civil Engineering or Survey Technology, including registration in Applied Science Technologists and Technicians of BC.

Current and valid class 5 B.C. driver's licence.

Appropriate computer training and experience.

Experience:

5 years of progressive experience in project work, including experience in project management, transportation planning, environmental assessment, engineering design and construction, public engagement, or an equivalent combination of education and experience

OTHER

Length of time to become familiar with job duties and responsibilities: 6 months.

May be requested to substitute in a more senior position.

May be requested to act for a supervisor.