



PROJECT CO-ORDINATOR
REFERENCE: 0007-2012
Permanent Full-Time

PURPOSE:

Reporting to the Manager of Engineering, you will be responsible to co-ordinate Public Works projects relating to development to assure compliance with standards. Responsible for recommending preliminary and final acceptance as required under the terms of the subdivision agreement. Take lead role in coordinating the process of assuming municipal infrastructure. Site plan review and comments regarding public infrastructure, subdivision lot grading and public infrastructure review and assurance, new asset quantity take offs and data entry, customer service representative to new development residents.

RESPONSIBILITIES:

- Responsible for the day to day management and co-ordination of subdivision projects to assure compliance with standards. Issue orders of compliance, deficiency notices and stop work orders to developers, engineers and contractors.
- Review as constructed lot grading conditions of subdivisions to ensure compliance with town standards, specifications and good engineering principles. Liaise with customers on lot grading issues, deficiencies and coordinate corrective measures with the developer or their designate (consultant engineers).
- Perform preliminary & final acceptance inspections for works performed under the terms of subdivision agreements.
- Prepares reports for Council's consideration recommending assumption of municipal infrastructure and letter of credit reductions/release as per subdivision agreements.
- Assist in providing technical information to consultants, developers, contractors, general public and town staff.
- Act as Town representative to developers and their designates, which includes extensive liaison with consultant engineers and attending all construction site meetings.
- Inspect the subdivision construction works to ensure that the works are being constructed in compliance with the subdivision agreement, town standards, and with good engineering and construction principles and practices.
- Coordination and enforcement of development agreements.
- Primary asset quantity take offs and data entry from new subdivisions into the department asset management software.
- Customer service representative to residents in new developments. Investigate various complaints as required, determining cause or nature of the problems, notify responsible party or governing agency and follow up to ensure department customer service standards are adhered to.
- Coordination with other Departments and agencies on issues related to the assumption of subdivisions.
- Perform survey and drafting assignments as required.
- Ensures environmental controls, traffic controls, signage is correctly installed in new subdivisions.

EDUCATION:

Minimum three (3) years of Community College, graduate in Civil Engineering Technology or equivalent. Must be eligible for membership of OACETT. Must be proficient with latest version of autoCAD and microsoft environment programs. Engineering background and knowledge of construction techniques in the elements of storm sewer and culvert design, storm water management, road design and survey techniques, with all industry standard equipment and tools. Knowledge of the functions of municipalities responsibilities.

EXPERIENCE/KNOWLEDGE:

Five (5) years minimum of municipal construction, inspection, and two (2) years experience in plan review and co-ordination of projects.

Interested persons should submit a resume in confidence no later than February 13, 2012 to:

TOWN OF CALEDON
Human Resources
6311 Old Church Road
Caledon, Ontario L7C 1J6

Fax: 905-584-4542 or E-mail: hr@caledon.ca (Word document only)

We thank all applicants and advise that only those selected for an interview will be contacted