



POSTING
PROJECT COORDINATOR
Full-time Two-Year Contract

Why Choose Loyalist for Your Next Great Career Opportunity? *Loyalist Township is committed to developing leaders who are passionate about making a difference. We support leaders to grow their strengths in managing others. Plus, we like to have fun while accomplishing great things for our residents! As the fastest growing municipality in eastern Ontario, we have many exciting projects on the horizon including Amherstview WPCP Headworks and Biosolids Upgrades, Engineering By-law and Policy review, Fairfield Water Treatment Plant Green Roof Replacement, and many more. It is an exciting time to be part of the Loyalist Township team.*

Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay and benefits, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You Offer Loyalist as a Project Coordinator? *You bring a positive approach to challenges with a can-do attitude. You value making a difference for the public and contributing to a great team environment. You have a thorough understanding of engineering principles relating to municipal infrastructure and proficient analytical and research skills. You bring technical expertise in the areas of project management with regards to water and wastewater systems, sustainable environment practices, and infrastructure planning.*

File No: 2023-06 Project Coordinator (2-Year Contract)
Hours: 35 per week
Salary: \$37.41-42.93 (68,088-78,133 annually)
Closing: February 19, 2023 (11:59 P.M.)

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[**APPLY NOW!**](#)



JOB DESCRIPTION

POSITION TITLE: PROJECT COORDINATOR

DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

REPORTS TO: ENGINEERING & ENVIRONMENT MANAGER

CATEGORY: CONTRACT, FULL-TIME, NON-UNION

UPDATED: JANUARY 2023

POSITION SUMMARY:

Under the direction of the Engineering & Environment Manager, the primary role is to perform a variety of duties supporting the three main functions of the Engineering & Environment group: capital projects, environmental initiatives and meeting regulatory requirements; and development services. The Project Coordinator will provide technical support across the department including reviewing legislative changes and implementing new procedures; internal policy and procedure review and development; capital budgeting assistance; and support planning and development activities. This position also provides project planning, procurement of services, design, inspection, administration and, when required, direct supervision for a broad range of municipal infrastructure projects. Attendance at evening meetings, including Loyalist Township Council Meetings, is occasionally required.

MINIMUM QUALIFICATIONS:

Educational and Experience:

- University degree in Civil or Environmental Engineering or equivalent education;
- Registered or eligible for registration as an Engineering Intern (EIT) by the Professional Engineers of Ontario;
- Two years applicable municipal or related experience.
- Experience applying engineering principles relating to municipal infrastructure, environmental protection, and sustainability.
- Demonstrated success in using analytical and research skills.
- Experience applying and working with relevant legislation and policy frameworks.
- Must possess and maintain a valid driver's license, Class 'G' and have access to reliable personal transportation for corporate use.

Knowledge, Skills, and Abilities:

- Thorough understanding of engineering principles relating to municipal infrastructure and proficient analytical and research skills;
- Ability to read, understand, evaluate and write engineering drawings, proposals, design documents, specifications, and procurement documents;
- Knowledge of Municipal construction activities, contract management and contract law;
- Knowledge of Federal and Provincial Standards, Acts and Regulations that pertain to water and wastewater systems, as well as the Occupational Health and Safety Act (OHSA);
- Ability to prioritize, schedule work projects and manage interruptions to meet deadlines;
- Strong verbal and written communication skills, with the ability to be professional, concise, and accurate.
- Ability to work independently, as part of a team environment and as a team leader.
- Ability to provide internal and external customer service in a courteous manner.

KEY RESPONSIBILITIES:

General:

- Provide administrative and technical engineering support for the Economic Growth and Community Development Services Department, including giving guidance on operational and technical issues and performing research to provide technical advice.
- Review and modify Division related Township by-laws, policies and procedures as required.
- Assist in the development of the Township's Capital Budget, and monitor and manage on-going capital expenditures as assigned.
- Complete long-term departmental planning activities, including but not limited to Uncommitted Reserve Capacity calculations and recommendations for Township water and sewage infrastructure.
- Assist with technical and financial analysis, as directed, for processes such as establishing water and sewer user fees, connection fees, and Development Charges.
- Provide liaison, as directed, with other government agencies, and the public, by attending various meetings and participating on committees on behalf of the Department.
- Respond to concerns about division activities raised by the general public, staff, Council, and other agencies.
- Review initiatives from other Township departments and provide Departmental comments when requested.

- Complete development review tasks, as required.
- Assist with industrial and commercial promotion activities, as required;
- Assist with the on-going development, researching, and maintenance of municipal engineering design standards.
- Support the Township Climate Action Plan including the development, implementation, and management of corporate greenhouse gas emission reduction and energy efficiency plans to reduce energy usage and emission footprint in the operation of corporate infrastructure including the assessment and recommendation of opportunities, development of key performance measures, coordination of data tracking and management of energy monitoring / reporting requirements in accordance with legislation, plans and policies.
- Provides engineering support for economic development opportunities by assessing utilities capacities, and/or providing any other required engineering assistance.
- Monitor environmental legislation and best-practices, and recommend modifications to related Township by-laws, policies, and procedures.
- Review initiatives from all departments and provide advice with respect to environmentally sound practices to be incorporated, where applicable.
- Prepare and/or assist in the preparation of Environmental Assessment documentation for various Township initiatives.
- Develop on-going relationships with community partners such secondary education institutions, industry partners, etc. Working with partners develop plans to study and address on-going challenges for the Township such as water loss within the distribution system, inflow and infiltration within the sewage conveyance system, invasive species within the stormwater treatment systems, handling and treatment of contaminated soils, etc.
- Be responsible for specified components of the Drinking Water Quality Management System of each water system owned by the municipality, including:
 - Act as primary contact between the contractor and Loyalist Township Utilities.
 - Coordinate the review of design specifications with Loyalist Township Utilities Staff, provide technical comments for proposed system development, upgrades or rehabilitation and report recommendations to Management.
 - Review design specifications for assigned projects to ensure compliance with provincial guidelines, issued Drinking Water Permit for the system and Township specifications and report recommendations to Management.
 - Inspect installation of new or upgraded components of the system, as delegated, and report findings to Management.
 - Ensure that all required QMS forms for infrastructure modifications are completed in compliance with the Drinking Water Permit.

- Ensure that related documentation is updated as necessary for the project assigned. The documentation includes, but is not limited to, Operation & Maintenance manuals, system description in the Operations Manual, control narrative, as-built drawings, permits and licenses.
- Attend QMS awareness training.

Project Management:

- Project Planning and Execution:
 - Prepare the Project Management Plan, including Project Charter, Budget, Schedule, Risk Register and Organizational Chart;
 - Obtain necessary permits, approval and other regulatory approval required for the facility construction project;
 - Ensure site safety, environmental standards, quality of materials and quality of workmanship meet or exceed identified standards;
 - Complete applications for grant and funding programs and assist in the administration of these programs if the application is successful.
 - Complete technical reports for internal and external requirements, including design briefs.
 - Prepare and review various procurement documents such as construction tenders, service and/or supply contracts, and requests for proposals for engineering services, and recommend the successful bidder while adhering to the Loyalist Township Procurement By-law.

- Project Monitoring and Control:
 - Provide construction management services for projects assigned.
 - Monitor and manage on-going capital expenditures as assigned.
 - Monitor the project schedule and adjust as required. Provide realistic forecasts to user groups. Protect the Township from project delay claims.
 - Control the project scope through the use of a well-defined project charter. Identify to the project user group deviations to the project scope and the implications of these changes (ie. Budget, schedule, risk, etc.)
 - Direct, advise, and evaluate engineering consultants, Township staff, and contractors retained by the Township to ensure quality control, schedule control, contract compliance, and project completion.
 - Review, critique and approve design work, drawings, and specifications completed by internal engineering staff and

consultants retained by the Township, including briefing staff on the future impacts of the proposed designs.

- Ensure that all project components receive required permitting and conform with all municipal standards and policies, existing permits and approvals, provincial legislation, and federal legislation.
 - Ensure that all project components comply with the Occupational Health and Safety Act and its regulations, including permitting and insurance requirements.
 - Perform quality assurance for operation and maintenance Manuals, operations manuals, control narrative, and as-built drawings for newly constructed infrastructure.
 - Work with Contractors, Consultants and Utilities staff to complete commissioning of capital and maintenance projects.
- Project Close-out:
 - Complete asset reporting.
 - Complete Lessons Learned reports at the end of projects.
 - Close-out all open permits and approvals.
 - Turnover all project documentation including as-builts, operation manuals, etc. to relevant staff.
 - Monitor warranties and coordinate repairs as necessary.

Communications:

- Uphold high level of customer service standards by providing prompt, courteous, and informative responses to inquiries from various parties.
- Work with Corporate Services Communications staff to provide project information to Township residents and other stakeholders. This is done using numerous tools available including social media, utilities inserts, Township Website project pages, hand delivered letters, Township signs, etc.
- Organize and attend public information centres and manage public concerns that arise with respect to the project.
- Provide bi-weekly project updates to stakeholders, keeping all parties apprised of the project status.
- Respond to concerns related to environmental activities raised by the general public, staff, Council, and other agencies.
- Under the guidance of the Engineering & Environment Manager, prepare reports and recommendations for Council and the CAO on corporate and departmental matters, including long-term planning, project technical information and status updates, budgets, and external committee information.
- Facilitate communications between Consultants, Contractors, Approval Authorities, etc. and the project user group (i.e. Utilities Department).

- Daily communication with Economic Growth and Development Services staff (management, operations and administrative) and other Municipal staff. Occasional communication with Loyalist Township Councilors.
- Regular communication with external engineering consultants, contractors, external agencies, and Township residents.

Working Conditions:

- Work environment varies from normal office environment to outdoor infrastructure and construction sites.
- May be seated or standing for long periods (3-4 hours).
- May be required to work outdoors in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind.
- Required to work some extended hours during construction projects and attend meetings outside of regular office hours.
- Required to work within and around water and sewage infrastructure where there are hazards of drowning, falls, exposure to chlorine or hydrogen sulfide gas, and exposure to biological hazards and materials that can cause disease, and exposure to sensory elements including smells.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.