



Road Operations Coordinator

Posting Date: November 8, 2023

Elgin County is a progressive community of 50,000 residents with idyllic rural landscapes charming towns and villages and waterfront living. Incorporated in 1852, the County includes the municipalities of Bayham, Central Elgin, Dutton Dunwich, West Elgin, the townships of Malahide and Southwold, and the town of Aylmer.

Reporting to the Director of Engineering Services, the Coordinator is responsible for approving all work activities on the County Road system through the applicable permit application processes ensuring compliance with County and industry standards. This position is responsible for managing the delivery of road maintenance, through the Road Maintenance Agreement (RMA) between the County and its seven local municipalities. The Coordinator will provide onsite inspection and oversight of County projects, ensuring they are in accordance with approved plans, specifications and contract provisions.

This position is at the County of Elgin Administration Building located at 450 Sunset Drive in St. Thomas, Ontario. To learn more about the County visit www.elgincounty.ca.

SUMMARY OF WORK PERFORMED:

- Provide direction and approval for all proposed and requested work on the County road right of ways. Provide municipal consent for all utilities, services, development, private driveways, Municipal Drains, etc.)
- Administer and inspect all work completed by private utility companies (i.e. Internet Service Providers) and liaise with GIS staff to ensure new infrastructure is accurately captured in GIS mapping software.
- Accept, review and approve Road Occupancy and Oversize/Overweight Moving permits across the County road network.
- Receive public inquiries regarding all road related (non-construction) issues, which may include meeting with the public to review conditions and implement appropriate solutions to ensure a high level of customer service is provided.
- First point of contact for partner municipalities and the public regarding road maintenance issues per current Minimum Maintenance Standards legislation and the Road Maintenance Agreement.
- Perform quarterly inspections in conjunction with local staff on County roads and identify deficiencies in accordance with the Road Maintenance Agreement.
- Facilitate requests and implement improvements to rectify ongoing maintenance prone areas.
- Host regular meetings, create agendas and minutes with local Road Supervisors (i.e. project coordination, emerging issues, etc.) as required under the Road Maintenance Agreement.
- Maintain an inventory of road signs and ensure retro-reflectivity compliance per the MMS.
- Work with staff from other departments to implement and update the Tourism Sign program.
- Attend Municipal Drain meetings per the Drainage Act affecting the County.
- Update and complete administration and annual reporting associated with the County's Salt Management Plan.
- Receive annual financial maintenance reports from member municipalities and track costs.
- Maintain a County Sign Shop inventory and recommend annual re-stocking purchases based on needs.
- Direct the County's Electrical Servicing Contractor for all traffic signals and beacon maintenance.
- Manage Ontario One Call Locate requirements for all third-party requests.
- Complete various traffic studies to address concerns and for preliminary design purposes.
- Support county construction projects by providing site inspections as required.
- Perform other related duties as required.



The municipality is seeking candidates with the following qualifications:

- Successful completion of a three (3) year diploma/degree in Civil Engineering Technology or equivalent education.
- Certified Engineering Technologist (C.E.T.) professional designation.
- Certified Road Supervisor (CRS) designation is an asset
- Minimum of five (5) years' experience in municipal transportation is required.
- Working knowledge of Provincial Minimum Maintenance Standards (MMS), the Ministry of Transportation Construction Manual, Drainage Act and the Occupational Health and Safety Act.
- Excellent communication skills, both written and verbal, with the ability to provide technical guidance to all stakeholders.
- Well-developed customer service, negotiation and conflict resolution skills.
- Must have a high level of proficiency in various software applications including Microsoft Office applications.
- Effective time management and organizational skills.
- Practical experience in a municipal government environment is preferred.
- Valid Ontario Class G Driver's License with a clear driver's abstract and access to a personal vehicle to perform duties.

Remuneration: \$77,548.84 – 90,719.27 per year

Hours of Work: Monday to Friday 8:30 – 4:30pm (35 hours per week)

Posting closing: November 29th, 2023 4:30pm

To apply for this amazing leadership role, visit our website <https://www.elgincounty.ca/careers/>

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available during the recruitment process, applicants need to make their needs known in advance.