



## Seeking an Operations Coordinator

Georgian Bluffs is home to 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers a second to none quality of life. With the amenities and facilities of a larger urban centre in nearby Owen Sound, yet the peace, quiet, and environment of a rural location, the Township offers both convenience and nature. We provide a flexible and supportive working environment amongst a small and dedicated team.

### What we are looking for:

A dynamic individual to join our Community and Environmental Services department as the Operations Coordinator. This position is responsible for providing assistance in the Operations Department which includes research, analysis, coordination and compliance support, administering the procurement process, work order and GPS systems, organizing annual inspections of roadway assets and issuance of permits in accordance with applicable legislation.

### This role may be for you:

If you enjoy working with small teams dedicated to public service and where you will be met with new challenges each day. If you enjoy living and working in a small and close-knit community and value public service delivery, we want to hear from you.

### The preferred candidate possesses the following knowledge, skills, and experience:

- Minimum two (2) years in municipal administration preferably in an Operations capacity.
- Diploma in Business Administration or Civil Engineering Technology or related equivalent.
- Relevant designations such as Certified Road Supervisor (CRS) and/or Project Management Professional (PMP) considered an asset.
- Experience with Work Order Management software, GIS mapping, databases, and data collection.
- A valid Ontario Class G driver's licence and a safe driving record in good standing.
- Strong working knowledge of the Minimum Maintenance Standards.
- Knowledge of operations equipment and maintenance.
- Purchasing and tendering process knowledge.
- Understanding of MOE and MTO Regulations and Operating Guidelines, as well as relevant legislation, statutes, acts, regulations such as the *Highway Traffic Act*, *Municipal Act*, and local government functions, responsibilities, and services in general.
- Demonstrated tact and discretion in handling matters of a confidential or politically sensitive nature, while maintaining confidentiality and privacy.
- Demonstrated ability to work independently, within broader policies, and measured by results.

- Demonstrated analytical and problem-solving skills involving regular development of new and improved methods.
- Strong understanding of and commitment to positive public relations and customer service skills.
- Ability to multi-task, work with interruptions, and display common sense and patience.
- Exceptional customer service skills, with the proven ability to resolve conflict. Superior organization, time management, planning, and record keeping skills.

In addition, you will have strong communication skills, you will be proficient in MS Office (Word, Excel, Outlook), Esri GIS Software, Fleet Management and GPS Tracking Software, Work Order Systems (Citywide Maintenance Manager an asset). You will promote and foster a good working environment and lead with a mindset of diversity, equity, and inclusion.

The Township provides flexible workplace arrangements including hybrid work options. The Township offers full-time staff a comprehensive benefit package with paid vacation and personal leave days; Employee & Family Assistance Program; plus, a defined benefits pension (OMERS pension).

This is a permanent full-time position working 40 hours per week, with a 30-minute unpaid meal break. The salary range is \$71,219.20 to \$89,024.00. If Georgian Bluffs is the place, you feel you can be asset, we strongly encourage you to apply. Interested candidates are encouraged to submit in confidence to the undersigned, a resume and cover letter no later than 4:00 PM on August 5, 2024. Job Posting #2024-15.

Human Resources  
Township of Georgian Bluffs  
Email: [hr@georgianbluffs.ca](mailto:hr@georgianbluffs.ca)

All applications and inquiries will be treated in strict confidence. The Township thanks all applicants, however, only those who are selected for an interview will be contacted. Personal information is collected under the Municipal Freedom of Information and Protection of Privacy Act only for job selection purposes. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

— *Township of* —  
**GEORGIAN  
BLUFFS**  
*"Come for the views, Stay for a lifetime"*