

The Township of Muskoka Lakes is Recruiting: Development and Transportation Engineering Coordinator

Permanent Full Time - Internal & External



Muskoka Lakes

Anchored by the larger communities of Bala, Port Carling and Windermere, the municipality offers the sophistication of a popular tourism destination, plus the wholesomeness of country living. With an abundance of natural beauty, Muskoka Lakes is a great place to live, work and play. The Township provides opportunity to learn, grow and build your career.

Opportunity

This position focuses on development engineering, transportation engineering, corridor management, Public Works Operations, asset management planning, capital construction project contract administration, sundry procurement and various administrative functions.

Responsibilities

- Coordinate technical review and commentary of development (planning) applications, including designs, guidelines, technical reports and estimates for all phases of development utilizing all applicable Township, Federal and Provincial guidelines, standards and regulations.
- Ongoing review of development guidelines, technical standards and related policies.
- Perform technical assessments, fieldwork and site inspections of infrastructure.
- Review and approve various proposed public utility installations and various road permit applications, including the review of plans, associated liaison duties, and issuance of municipal consent approvals.
- Coordinate locate requests for municipal infrastructure, including storm sewers, catch basins and streetlights.
- Prepare and maintain detailed reports, plans and specifications related to the asset management plan, transportation master plan, road needs study and OSIM structural assessments as required.
- Coordination and operation of the department's GIS database and CityWorks work management system
- Monitor subdivision performance, coordinate site inspections and attend site meetings to ensure compliance with Township standards and agreements.
- Collect, analyze, and process asset management data for department assets.
- Review, analyze and make recommendations related to public works operations issues and concerns from the public, internal staff and other agencies.
- Assist in the preparation of the annual capital and operating budget submissions for Roads and Fleet.
- Preparation and implementation of SOPs, engineering and related policy documents.
- Respond to enquiries and liaise with the public, other departments/levels of government, utilities, consultants, developers, contractors, etc., on matters relating to municipal services; respond to and investigate associated complaints/concerns.
- Attend and participate in public meetings, council meetings, open houses, and related Township business.
- Provide support and stock management of fuels and lubricants, aggregate material, traffic signs, culverts, winter maintenance materials, etc.
- Review and process contractor, consultant and supplier invoices.
- Prepare cost estimates, purchase orders, requests for quotation, requests for proposal and tender documents. Review and analyze quotations, proposals and tender bids.
- Capital project planning, management and construction contract administration and inspection, including attending site meetings, preparing and recommending approval of progress payments, contract changes, extra cost claims, etc.
- Engineering consultant assignment management including project management, attending project meetings and reviewing project submissions.
- Maintain the licensing for the garage, mechanics, vehicles, radios and hazardous waste.
- Coordination of the maintenance and replacement of road signage and street lighting.
- Oversight and supervision of Township consultants and contractors.
- Maintain current knowledge of relevant legislation, regulations and best practices and recommend and/or take appropriate action in response.
- Assistance with 911 and civic addressing.
- Undertake special projects and perform other duties as assigned in accordance with departmental or corporate objectives.

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Knowledge, Skills and Experience

- Diploma or Degree in Engineering or the equivalent in education and experience.
- 3 - 5 years' experience in the areas of development engineering, transportation engineering, public works operations and public works construction management.
- Demonstrated project management skills, principles and applications leading to successful project completion of infrastructure maintenance and repairs (budgeting, requests for proposals, tendering, bidding, selection, insurance, contract award, supervision and administration).
- Knowledge of Risk Management requirements.
- Working knowledge and understanding of the Occupational Health & Safety Act and Regulations.
- Ability to think and act strategically and appropriately in a political and community service environment.
- Must possess excellent oral and written communication skills.
- Must possess excellent public relations, conflict resolution and customer service skills.
- Ability to deal with the public, staff, contractors, facility users and elected officials in a friendly, courteous and effective manner.
- Ability to handle stressful situations and project a professional image.
- Proficiency in Microsoft Office, including Word, Excel, Power Point, Outlook and MS Project.
- Proficiency in ArcGIS, AutoCAD and Cityworks.
- Must possess a valid Ontario class "G" driver's license; use of own vehicle may be required.

What We Offer



The salary range for the position is \$79,438-\$92,929, depending on education and related experience.

Interested candidates are invited to submit their resume and cover letter no later than

February 2, 2025 online at

<https://www.muskokalakes.ca/content/employment-opportunities>

If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. We thank all applicants for their interest and advise that only candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.