

**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
UTILITY CONSTRUCTION COORDINATOR (TEMPORARY, TWO YEARS)
OPERATIONAL SERVICES DEPARTMENT
FILE #: 2024-03**

The Human Resources Department is currently accepting applications for the position of **Utility Construction Coordinator** within the Operational Services Group. This position is for a two-year term. Reporting to the Construction and Technical Services Supervisor, the Utility Construction Coordinator will be responsible for liaising between Operational Services, other internal departments and external utility providers with respect to utility infrastructure planning and installations, specifically in-field support to problem solve and mitigate conflicts. The incumbent may also assist with day-to-day activities within the Operational Services Department.

The ideal candidate will possess the following:

- Post-secondary education in Civil Engineering or related discipline, C.E.T. designation preferred.
- Minimum 2 years of work-related experience, preferably in a municipal government environment and related to Municipal Access Agreements, utility installation permitting and construction inspection.
- Ability to read and understand construction drawings and procurement documents.
- Familiarity with the Ontario Highway Traffic Act, Ontario Traffic Manual, Ontario Provincial Standards (OPSS and OPSD) and other related legislation.
- Detail oriented with ability to read and understand technical documents and contracts to clearly interpret and relay details.
- Demonstrated sound decision-making abilities.
- Excellent interpersonal, communication and customer service skills with the ability to exercise tact, diplomacy and good judgment at all times.
- Proficiency in Microsoft Office applications and engineering software such as AutoCAD, GIS and mapping software, project management and other related databases.
- Valid class "G" Ontario driver's license.
- Availability to work scheduled and unscheduled overtime as required.

The current rate of pay for this contract position is \$79,823.35 per annum, per the Non-Union By-Law. Please submit your application prior to **4:00 pm on February 23, 2024** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1045.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.