

Clarington

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

The Corporation of the Municipality of Clarington Public Works Department requires a Construction Coordinator

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

Reporting to the Manager of Operations, the Construction Coordinator is responsible for the completion of activities associated with the design, contract administration and inspection of various capital works projects and maintenance programs. The primary duties of the position will include the preparation of terms of reference, request for proposals, tenders, quotations and contract documents, inspection of construction work and the administration of construction contracts.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Assisting with the preparation of contract tender and quotation documents.
- Monitoring and evaluating the work of contractors and consultants on projects such as high float paving, roadside protection, catch basin and storm sewer repairs, road repairs, sidewalk replacements, park upgrades, playground replacements, sports field improvements, court upgrades and stormwater management pond maintenance.

- Conducting field investigations and coordinating the testing of materials to ensure quality, quantity and compliance with contract requirements including environmental and safety.
- Completing measurements and performing administrative work such as correspondence instructions, notices, payment calculations, payment reports and certificates and change orders.
- Reviewing and approving shop drawings to ensure compliance with contract specifications and drawings.
- Assisting in the scheduling and management of all inspection efforts for the Municipality's construction projects including internal inspection staff and external consultants as required.
- Assisting in the procurement of external inspection and material testing services.
- Preparing construction cost estimates for future annual Capital and Operating budgets.
- Conducting general investigations in response to complaints and inquiries from the public, other Municipal Departments and Council in an efficient and professional manner.
- Reviewing engineering designs and providing written recommendations and expertise to ensure compliance with general engineering principles, construction practices, Municipal policies, procedures and by-laws and applicable Provincial legislation.
- Attending and leading construction and design meetings and providing guidance to contractors, consultants, agencies and authorities on issues relating to construction or design.
- Providing mediation and negotiation when conflicts arise, ensuring appropriate decisions are reached on behalf of the Municipality.
- Developing and maintaining roads and parks infrastructure inventories and asset management plans.
- Ensuring continuous improvement by reviewing best practices, standards, design guidelines, investigating and identifying alternative / innovative service delivery methods.
- Other duties as assigned.

Qualifications

The successful candidate will possess:

- A diploma in Civil Engineering Technology or equivalent education and experience to the satisfaction of the Director of Public Works.
- Accreditation with the Ontario Association of Certified Technicians and Technologists as a Certified Civil Engineering Technologist or equivalent.
- A minimum of five (5) consecutive years experience in the design and construction of municipal infrastructure.
- Knowledge of applicable legislation such as the Municipal Act, Highway Traffic Act, Occupational Health and Safety Act and other municipal and provincial legislation and the process of implementation to ensure safety and environmental protection.
- Knowledge of and ability to interpret municipal construction standards such as the TAC, OTM and OPSS.
- Knowledge of construction practices including material sampling and testing, inspections and road patrolling, highway maintenance standards, specifications, practices and principles to carry out contract related activities.
- Demonstrated expertise in reading and preparing contract drawings and documents.
- Excellent written and oral communication skills and proven problem-solving skills.
- Ability to work independently in a fast-paced environment with limited supervision.
- Strong interpersonal skills to deal effectively and professionally with the public, colleagues, other government agencies, consultants, contractors and other stakeholders.

- Strong computer skills related to Microsoft Office Suite and proficiency related to software and techniques applicable to project management.
- Requires excellent organizational and planning skills to effectively carry out contract related activities.
- Knowledge of municipal procurement policies and practices.
- Experience and competency in AutoCAD Civil3D is considered an asset.
- Valid Ontario Driver's License and reliable personal transportation.
- Must be legally able to work in Canada.

What we offer you

We offer the following for this position:

- Salary: \$68,282 to \$78,432 - Code 12 of the 2020 Inside Collective Agreement (subject to Pay Equity review).
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- Proof of Current Automobile Insurance Coverage, current Driver's Abstract and proof of a valid Ontario Driver's Licence.
- A current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

The Municipality of Clarington requires new employees to be fully vaccinated against COVID-19. Valid exemptions pursuant to the Ontario Human Rights Code will be assessed on a case-by-case basis. If contacted for an employment opportunity and you require accommodation under policy H-37 – Workplace COVID-19 Vaccination, please contact humanresources@clarington.net for additional information. Please note that resumes should not be sent to this email.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **Tuesday, December 6, 2022, at 4:00 p.m.**

This job competition number is **File # 171-22.**

If you have any questions regarding this position, please contact our Human Resources team at careers@clarington.net or by calling 905-623-3379.

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.