



EMPLOYMENT OPPORTUNITY

Position: Transportation Services Coordinator	Status: Permanent Full-time
Wage: \$32.99 to \$35.63 per hour	Classification: Inside Union Class 9
Posting Date: July 28, 2010	Closing Date: 12:00 noon on August 27, 2010

POSITION SUMMARY:

Responsible for transportation planning functions, including the design, estimating and production of contract documents for in-house capital road and stormwater management projects, in compliance with the Environmental Assessment Act and other applicable laws, standards and guidelines with minimum supervision.

MAJOR RESPONSIBILITIES: (not limited to:)

- Advise management on transportation and stormwater management issues as required. Assist in the preparation of the annual capital budget.
- Prepare plans and tender documents, using AutoCAD and Microstation computer aided design and drafting software and standard office applications software, and recommend changes during construction as required.
- Determine utility relocation requirements and coordinate with applicable agencies
- Arrange for the provision and scheduling of District survey and inspection staff for capital road and stormwater management projects. Engage other service providers from the private sector as necessary.
- Define property requirements and negotiate purchases with the owners. Coordinate activities with the Legal Department and Ontario Land Surveyors.
- Oversee traffic surveys, undertake data analysis and evaluate warrants for traffic signals, crosswalks, etc.
- Assess development proposals and related impacts; develop impact mitigation measures to be designed and undertaken by the developers and co-ordinate the inspection and certification of same with the appropriate staff.
- Maintain liaison with the general public, government agencies, consultants, realtors, Ontario Land Surveyors, utility companies, municipalities, lawyers, developers, contractors, etc.
- Perform related duties as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Graduate of a three year community college program in civil engineering at the Technologist level or equivalent and a Member (technologist) in good standing with OACETT (Ontario Association of Certified Engineering Technicians and Technologists).
- Seven years post graduate experience in directly related areas.
- Thorough knowledge of MTO, Ontario Provincial Standards and Specifications, Environmental Assessment requirements and related legislation.
- Demonstrated technological proficiency, with good oral and written communication skills.
- Valid Ontario Driver's License.

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