

The District Municipality of Muskoka is currently recruiting for a Infrastructure Services Coordinator



The District of Muskoka is seeking a permanent full-time Infrastructure Services Coordinator to join our Engineering and Public Works department.

Reporting to the Manager of Infrastructure Engineering, the Infrastructure Services Coordinator is responsible for the coordination of in-house design and external consultant work, estimates and production of contract documents for a variety of capital infrastructure projects with a primary focus on structural works such as bridges and culverts. Working under minimal supervision, the Coordinator will provide administration and coordination of capital infrastructure projects including (but not limited to) bridge and culverts, roads, linear water and sewer, storm water and development construction. This role will work a 35-hour work week.

The Infrastructure Services Coordinator is responsible for, but not limited to:

- Estimates preliminary, progress and final quantities for infrastructure projects using specialized engineering software, including completion of as-constructed drawings
- Reviews contract progress to ensure compliance with contract documents as well as budget allocation and construction schedule
- Reviews infrastructure condition ratings to assist in development of design scope for both in-house and consultant capital projects
- Prepares procurement documents including, but not limited to: requests for proposals, requests for quotations and construction tender documents.
- Assists in the collection and storage of project information related to project costing, scope determination, tender evaluation, design option assessment, and construction
- Assists in solving construction and design related problems
- Reviews and audits consultant and contractor work for compliance in accordance with District specifications, policies, standards and engineering practices for capital projects
- Develops, monitors and tracks compliance progress with proposed project schedules
- Tracks contract tender quantities and extra work for payment in conformance with allocated budget
- Prepares and/or reviews payment certificates based on contract progression
- Coordinates with staff members to collect and provide necessary information with respect to problems encountered during construction and necessary design changes
- Coordinates with contractors to ensure construction impacts on public and adjacent property owners are minimized
- Coordinates with utilities owners and other levels of government where there is operational or jurisdictional overlap
- Reviews contract progress and prepares deficiency lists and coordinates site inspection for the final walk through to identify deficiencies before the issuance of completion certificate

Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.



What you will bring to us

We would expect that your strengths will include a sound knowledge of construction and project management principles, practices and techniques, as well as knowledge of construction products, materials and equipment. You will have working knowledge of all applicable legislation, standards, and guidelines in addition to good interpersonal skills. You will also hold a valid Ontario driver's license, allowing you to travel throughout the District for work purposes

On the practical side, you are a graduate of a three (3) year college program in a Civil Construction and /or Structural engineering discipline, or a related field and a member in good standing with OACETT or PEO. Preference will be given to candidates with an C.E.T., E.I.T., or L.E.T. designation. Additionally, you will have five (5) years' experience in directly related areas, with a focus on heavy civil infrastructure project management and coordination.

What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The hourly wage for this unionized job is \$ 33.21- \$ 36.47 per hour.

How to Apply



If you have the necessary skills, experience and qualifications, and can support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “**How to Apply**” instructions on our Website and then submit your application:

www.muskoka.on.ca/careers

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

POSTING CLOSING DATE: Friday February 5 2021 @ 12:00 NOON

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the *Accessibility for Ontarians with Disabilities Act*. 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. Any questions regarding this posting should be directed to the Human Resources Department.