



PUBLIC WORKS COORDINATOR

Public Works Department

1 Full Time Position

The Town of Aylmer is a progressive and growing community strategically positioned in the heart of Southwestern Ontario. The Town is inviting applications for a well-organized and resourceful individual to join the Public Works Department in the role of Public Works Coordinator.

Reporting to the Director of Operations, the position leads or assists with the development, implementation, review and management of programs and services in the Public Works and Operations Department and provides administrative support to the Director of Operations.

Duties and responsibilities include:

- Develop, monitor, and evaluate compliance with policies related to Public Works services and programs.
- Assist and oversees administrative obligations of the Town's Drinking Water Quality Management System.
- Prepares agendas, correspondence, and other confidential material.
- Attends meetings as required.
- Assists with procurement for the department by preparing RFP's and tenders.
- Assist with the Department's asset management, budgeting, long term capital and maintenance obligations.
- Maintains office filing systems.
- Assists customers with service request by answering and directing inquiries relating to the functions of the Department.
- Variety of other clerical functions.
- Assist with implementation and maintenance of computerised works software, preparation and distribution of notification and promotional materials, billing/collection, and grant applications.
- Prepare and present reports to senior management and Council on issues relating to Public Works.
- Maintain and update content for the department on the Town's website.

Qualifications:

- Requires college diploma (2 – 3 year) in Marketing, Public Relations, Business Administration, or Engineering Technology.
- Advanced skills in MS Office and Adobe (Word, Publisher, Excel, Outlook and PDF,) Laserfische, and ability to use various office and communication equipment such as computer workstation, photocopier, fax, shredder, and phone.
- Minimum of five (5) years experience in a municipal or similar office setting.
- Experience with Public Works work orders or service requests including the development, implementation, and maintenance of CityWide or related programs.
- General knowledge of municipal government practices, and knowledge of provincial regulations relating to Transportation, Water, Wastewater and Solid Waste.

The Town of Aylmer is a progressive employer, committed to supporting the growth and well-being of its employees. The Town recognizes that a work/life balance is important to a productive workplace and currently offers a compressed work week flexible arrangement with this position. The Town of Aylmer also offers a full employee benefits program and OMERS retirement plan.

2023 Salary range: \$28.52 - \$34.65 per hour – 35 hours per week

How to apply:

Please forward your resume in confidence to hr@town.aylmer.on.ca or mail to The Corporation of the Town of Aylmer, 46 Talbot St. W., Aylmer, ON N5H 1J7

Deadline: May 10, 2023 at 5:00 pm

Committed to diversity and a barrier-free environment, the Town of Aylmer is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act, 2001*, and will be used for the purpose of candidate selection.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.

