JOB DESCRIPTION

Position: **Public Works Coordinator**

Department: **Public Works Department**

Reports to: **Manager of Operations**

Purpose: **The primary focus of this position is to lead or assist with the development, implementation, review, and management of programs and services in the Public Works Department and to provide administrative support to the Manager of Operations.**

Key Responsibilities:

- Develop, monitor and evaluate compliance with policies related to Public Work's 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 procurement documents such as RFP's and tenders.
- Research trends, regulations, standards, and best practices to make recommendations to the Manager on the delivery of Water, Wastewater, and Solid Waste Management programs and other Departmental obligations.
- Assist with the Department's asset management, budgeting, long terms capital and maintenance obligations.
- Maintains office filing systems.
- Assists customers with service request by answering and direct inquiries relating to the functions of the Department.
- Variety of other clerical functions.
- Assist with the implementation and maintenance of computerised works software.
- Prepare and present reports to senior management and Council on issues relating to Public Works
- Assist the Manager with the preparation and distribution of notification and promotional materials relating Public Works.
- Assist with utility (water and Wastewater) billing and collection.
- Maintain and update content for Department for the Corporate website.

- Assist with external communications to partner organizations, community stakeholders, media and potential clients.
- Provides general administrative support to municipal departments under the Manager of Operations.
- Assist in the preparation and facilitation of grant applications and ongoing administration.
- Assist with the organization of special projects and events as required.
- Assist with Departmental Payroll obligations
- Assist in reviews for updating by-laws and policies.
- Maintain confidentiality in the management of sensitive information.
- Assist the Manager with the development and evaluation of service level standards, benchmark results and performance measures
- Provide assistance and relief to the Financial Records Assistant and Customer Service Area.
- Perform any other related duties as assigned.

Health and Safety Responsibilities:

- All workers with the Town of Aylmer are expected to comply with the Occupational Health and Safety Act, Regulations and Workplace Safety and Insurance Act along with the Town of Aylmer's Health and Safety Policies and Procedures.
- All workers must use or wear the equipment, protective devices or clothing required by the employer. Employee observations and inspections, incident investigations could be used to measure this.
- Workers must report any defects in all equipment or protective devices of which the worker is aware and which may endanger himself, herself or another worker.
- Report any contravention of the OHSA or Regulation or the existence of any hazard of which he or she is aware and report to his or her supervisor.
- Workers must not operate equipment/machinery without being given the proper instruction and authority. They must not remove or make ineffective any protective device required by the regulations or by his/her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective, the protective device has ceased, the protective device shall be replaced immediately.
- Workers must not use or operate any equipment, machine, device or thing; or work in a manner that may endanger himself, herself or any other worker.
- A worker must not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- Workers must consistently apply skills and knowledge attain in health and safety training.

Qualifications:

- Requires college diploma (2 – 3 year) in Public or Business Administration or Environmental Sciences.
- Advanced skills in MS Office and Adobe (Word, Publisher, Excel, Outlook and PDF), laserfiche and ability to use various office and communication equipment such as photocopier, fax, typewriter, shredder and phone.
- Experience in a municipal or similar office setting considered an asset.
- University degree in Public or Business Administration or Environmental Sciences considered an asset.
- Experience with Public Works work order or service request including the development, implementation or maintenance of CityWide or related programs.
- Ability to establish and maintain effective working relationships with a diverse group of stakeholders.
- General knowledge of municipal government practices, and knowledge of provincial regulations relating Transportation, Water, Wastewater, and Solid waste.
- Ability to prioritize work and ensure efficient use of time and completion of assignments as required, while working in a detail-oriented environment requiring a high level of accuracy.
- Excellent verbal and written communication skills with the ability to communicate with public and all levels of staff.
- Possess the ability to display tact and discretion during liaison with municipal staff, elected officials, user groups, and other government agencies.
- Must be available for occasional travel (minimal basis) for meetings, training sessions and conferences.
- Ability to work with frequent interruptions.
- Ability to work on your own, within a team environment and share your knowledge with others.
- Ability to create a positive experience for customers by responding to their service needs quickly, professionally and accurately.
- Ability to take initiative to promote the Town services and programs that meet customer's individual needs.
- Must possess a calm, professional demeanour when dealing with all members of the public.
- Ability to work outside of regular office hours on occasion to fulfill job requirements.