



Position Description

Position Title: **Engineering Coordinator - Capital Projects**

Reports to: Town Engineer

Department: Engineering—office location 400 Main Street

Hours of work: 8:30am to 4:30pm, Monday to Friday

Position Status: Permanent Full-time

Updated: January 2025

SCOPE

Reporting to the Town Engineer, the Engineering Coordinator will provide a variety of tasks for the Engineering Department, including supporting multiple construction projects. Performing a variety of administrative, research, coordinating and logistical services to support the Department. The Engineering Coordinator contributes to the effectiveness of the Department.

QUALIFICATIONS

The ideal candidate will have the following minimum qualifications:

Education and Experience

- Completion of post-secondary education in a relevant discipline, such as engineering or construction management.
- Minimum of one-year related to professional experience.
- Ability to read and interpret construction/design blueprints.

Knowledge, Skills, and Abilities

- Superior organizational, analytical, research, decision making and time management skills.
- Ability to work well in a team and with various stakeholders, and members of the public.
- Proficient in using Cloud based systems, Microsoft Word, Excel, Outlook, and presentation software.
- Must possess a valid driver's license.

ROLES AND RESPONSIBILITIES

- Manage the day to day operational and project related activities of the Engineering Department by organizing the incoming flow of work.
- Participate in planning, designing, developing stages of projects.
- Acts as project assistant for the Engineering Department.
- Estimating costs for new projects based on scope of work and timeframe.
- Prioritize and timely response to incoming project and miscellaneous requests.
- Preparation and distribution of reports, agendas and supporting materials for various types of project meetings.
- Daily construction inspection throughout the lifecycle of construction projects.
- Prepares letters, memos, reports, orders, permits, etc.
- Maintaining records of construction progress, including written reports and digital images.
- Responsible for Engineering Department procurement and ensuring tender procedures are followed correctly.
- Aiding in preparation of bidding packages, including drawings and specifications for contractors to use when bidding on projects.
- Under the direction of the Town Engineer process invoices and payments for projects.
- Takes a lead role in the change order management process of projects.
- Ensures compliance with all municipal and provincial occupational health and safety legislation, regulations, policies, and procedures.
- Regular visits to job sites wearing personal protective equipment (PPE)

WORKING ENVIRONMENT

- Work outside on site in all weather.
- Inside office work.
- Able to lift items weighing 20 lbs occasionally.
- Moving, walking, standing, and climbing will be required routinely on site.
- Work outside of regular office hours may be required in order to meet operational demands.