Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

Senior Coordinator, Capital Projects (Inspector)

The incumbent is responsible for the coordination of full time inspection, contract administration and design review of the City's capital works projects. Other duties include assisting with policy development, review and implementation as it relates to the activities associated with contract administration of capital works projects and departmental technical issues.

Successful applicants will possess the following:

- Successful completion of a University degree or Community College Diploma in Civil Engineering. Additional certificates in applicable MTO/MEA/OGRA Training Courses is required.
- Member in good standing of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- Association of Ontario Roads Supervisors (AORS) an asset.
- Seven years of progressively more responsible experience in all phases of Municipal and subdivision infrastructure servicing projects, including contract development and administration, to include at least one year in a leadership capacity.
- Ability to work independently and under minimal supervision. Demonstrated ability to prepare technical reports on all aspects of capital works projects.
- Proven ability to coordinate and provide direction, leadership and technical guidance for the inspection of capital works projects.
- Proven ability to provide leadership to staff and outside contractors.
- Well-developed decision making, problem solving, organizational, leadership, and communications (written and oral) skills.
- Demonstrated ability to resolve conflicts and maintain effective business relationships, and to deal professionally and courteously with employees and the public.
- Advanced knowledge of materials testing procedures and techniques and the requirements of the Municipality in obtaining compliance with established standards.
- Required to maintain a current knowledge of techniques in such fields as lot grading, drainage practices, surveying, and construction practices, and a good working knowledge of the City of Pickering, the Region of Durham, the Ministry of Transportation and Ontario Provincial Standard Specifications.
- Must be trained, competent and certified in the Corporation's Confined Space Entry Procedure within six months of hire in order to undertake the inspection of underground sewer systems.
- Must have current knowledge of the legislated requirements in the Occupational Health & Safety Act and related matters.
- Must be medically and physically fit to perform the duties of this position.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- A valid “G” class Driver’s Licence is required. Drives a Municipal vehicle during the performance of duties. Consent to obtain a driver’s abstract is mandatory. A clean driving record is preferred.
Employment Opportunity

- Must hold current Standard First Aid (within 2 years of certification) and Basic Rescuer CPR-C (within 1 year of certification) certificates.

Compensation includes a comprehensive benefits package, pension plan and a salary ranging from $44.44/hr. to $49.38/hr. (based on a 40 hour work week).

Qualified candidates may submit a detailed resume or online application form by **Friday, August 14, 2020** to:

Recruitment Specialist
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

**An Equal Opportunity Employer**