



## **Employment Opportunity**

### **Environmental Services Infrastructure Coordinator**

The Township of North Dundas is currently seeking to fill the position of full-time Infrastructure Coordinator position within the Environmental Services Department.

This position will work on Township civil infrastructure projects such as water treatment and distribution, sewer collection and treatment and stormwater collection projects while also assisting with capital projects associated with the landfill expansion and municipal drains.

To apply to become part of our team, please submit your resume and cover letter by 11:00 am Thursday, June 22nd, 2023 to:

Danielle Ward, Interim Director of Environmental Services  
Township of North Dundas  
636 St. Lawrence St., P.O. Box 489  
Winchester, ON, K0C 2K0  
Fax: 613-774-5699  
Email: [careers@northdundas.com](mailto:careers@northdundas.com)

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. A full job description follows below.

If you require this document or any other documents in an alternative format, please contact our office at (613) 774-2105. Should you require any special accommodations in order to apply or interview for the position with the Township of North Dundas, we will endeavour to make such accommodations. All applications will be held in strict confidence. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

**TOWNSHIP OF  
NORTH DUNDAS**  
*JOB DESCRIPTION*

JOB TITLE: Infrastructure Coordinator	LAST REVISION DATE: May 10 <sup>th</sup> 2023
REPORTS TO: Director, Environmental Services	APPROVED BY: Council Resolution #
WAGE GRID LEVEL: \$69,845-81,690 (\$33.67-39.27 per hour) under review 40-hour work week.	EFFECTIVE DATE: May 16, 2023

**Position Summary:**

Reporting to the Director of Environmental Services, the Infrastructure Coordinator will assist the Director with all ongoing capital infrastructure upgrades, maintenance, and reporting in the Township, including but not limited to water treatment and distribution, sewage collection and treatment, stormwater collection and end of pipe management, road and bridge construction and maintenance, municipal drain construction and maintenance, and landfill expansion infrastructure upgrades.

The Township currently owns 8 groundwater production wells and is currently in the process of constructing a 9<sup>th</sup> well with 50 kilometers of distribution piping, 2 reservoirs and 2 elevated storage tanks. The Township also owns 2 sewage lagoons and 7 sewage pumping stations along with 27 km of sewage collection piping. The Township also owns 37 km of storm sewers and 14 Stormwater management facilities (wet/dry ponds, LID facilities). Recently the Township has received its first consolidated linear infrastructure ECA from the MECP which permits specific projects to be completed without completing a formal EA. This also requires the Township to complete annual sampling, reporting, and maintenance on all stormwater infrastructure. Over the next three years the Township will be constructing a new groundwater well, a new treatment system at one of the reservoirs, completing major maintenance on the Winchester water tower, installing a watermain loop to the west end of Winchester, upgrading the polishing cell of the Winchester Lagoon with a SAGR system, and completing a sewer pumping station upgrade.

The Township also owns and maintains 387 kilometers of roads, 14 bridges, and 29 culverts. There are also over 500 Municipal Drains and Drain branches in the Township of North Dundas.

In 2015 the Township applied for a 25-year expansion to the Boyne Road Landfill- originally constructed in 1965, the EA process began in late 2017, with Terms of Reference developed in 2018. The goal of the expansion is to gain an additional 400,000 m<sup>3</sup> of landfill space. The Township has submitted its final EA in early 2023 and is awaiting Minister Direction. Next steps, if approved, will be amending the existing ECA to permit

the expansion with a detailed design and operation plan which will include methodology on several important landfill items such as groundwater and surface water sampling plans and contingencies, drainage, and waste disposal and covering methodologies.

### **Qualifications:**

- Diploma or degree in Civil or Environmental Engineering
- Be a registered technician or technologist with OACETT or registered as Engineer in Training with the Professional Engineers of Ontario;
- Minimum two (2) years' relevant experience, including relevant co-op experience;
- Physical ability to perform tasks relating to infrastructure, site inspections, and sampling on roads, bridges, water, sewer, and stormwater systems
- Familiarity with water and sewer network design
- Familiarity with rural road standard design and construction
- Good written and oral communication skills.
- Knowledge and experience of GIS/GPS and Autocad drafting.
- Computer skills
- Valid Class "G" Driver's License.

### **Position Responsibilities:**

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts.
2. Assists with reviewing engineering surveys, design drawings and construction layouts for roads, bridges, water, sewer, stormwater, and landfill.
3. Assists with data collection and coordination for capital and maintenance works as well as data required for Asset Management as per O.Reg. 588/17, including but not limited to Life Cycles, Risk Assessment, and Levels of Service..
4. Prepares calculations, schedules and specifications for capital and maintenance works.
5. Assists in the development and review of billing assessment schedules for drainage maintenance.
6. Assists in contract planning, tender preparation, construction administration, construction inspection and progress documentation.
7. Prepares payment certificates, progress reports, work orders and project summaries.
8. Assists with coordinating various water & wastewater capital projects through detailed design and construction phases. Coordination will be required with various consultants, contractors and stakeholders.
9. Assist in review of engineering submissions from developers and expedite the approval process of developments.
10. Assist in reviews on behalf of Ministry of Environment and Parks' requirements through the new CLI ECA process.
11. Undertake field research and report writing as part of warrants analysis for traffic calming measures
12. Assist in annual budget preparation and cost-effective analysis of improvements to various roads, culverts and bridges.

13. Assist in sampling stormwater ponds and reviewing sample results to be inputted into the Stormwater Infrastructure annual report to the MECP
14. Assist in data collection and review of the productivity of existing Stormwater facilities
15. Research and assist in the development of stormwater maintenance manuals for existing stormwater systems owned by the Township
16. Assist with annual reporting requirements on water, sewer, stormwater, and landfill as required.

**The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.