



The City of Pembroke Operations Department is currently seeking a **Full-Time Capital Works Coordinator** to join their team.

**About Us:**

The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at [www.pembroke.ca](http://www.pembroke.ca)

**Position Summary:**

Under the direction of the Manager of Operations you will assist in the efficient organization, coordination, supervision and administration of all activities pertaining to the implementation of capital projects and other programs; including heavy civil construction, facility renovation and construction, bridge rehabilitation and repair, water and sewer infrastructure renewal, street urbanization, parks and landscape renewal.

**Qualifications:**

- A post secondary diploma or degree in Civil Engineering an equivalent combination of education, qualifications and experience.
- Minimum of three (3) years related design and construction inspection experience or an equivalent combination of education, training and experience.
- Project Management experience in the field of civil infrastructure renewal and Capital construction.
- Familiarity in the use of ACAD and other engineering design/drawing software.
- Completed road, watermain and sewer inspection and design courses; and Certification as a Project Management Professional (PMP) will be considered an asset.

**Hours of work:**

40 hours/week (7:30 AM to 4:00 PM) Monday to Friday with occasional overtime.

**Salary and Benefits:**

- \$66,049 to \$82,561 annually.
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation plus 2 wellness days.
- OMERS pension.
- Professional development and skill-based training opportunities
- Employee and Family Assistance Plan.



Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 on Friday April 5, 2024.

Arin Crinnion - Human Resources Coordinator  
City of Pembroke  
1 Pembroke St. East, Pembroke, ON K8A 3J5  
Email: [Human Resources](#)  
Fax: 613-735-3660

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.  
Accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information is collected pursuant to the Municipal Act, R.S.O. 2001, Chapter c.25 and will only be used to determine the qualifications for employment.



City of Pembroke  
Operations Department

|             |                           |
|-------------|---------------------------|
| TITLE:      | Capital Works Coordinator |
| DEPARTMENT: | Operations                |
| REPORTS TO: | Manager of Operations     |

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**Education/Qualifications/Experience:**

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**Skills and Abilities:**

- Proficient in Microsoft Word, Outlook, Excel and GIS applications.
- Ability and knowledge to interpret technical drawings and proposals.
- Solutions oriented and equipped with excellent written, verbal and interpersonal communications skills.

**General Scope of Duties:**

- Assistant Project Manager for major Capital Projects, as directed by the Operations Manager, from procurement through design, to project completion for all departments within the City, including working with consultants and contractors related to the projects.
- Project Manager for minor Capital Project.
- Liaise with consultants, contractors, other Government agencies, to ensure adherence to applicable regulations and legislation related to capital construction contracts.
- Prepare, organize and maintain engineering field and office data, reports and systems for Capital related projects and programs. Assist in preparation of necessary reports for management, Council and senior government.



- Work collaboratively with section Supervisors to resolve issues relating to infrastructure maintenance and operation and planning for capital improvement, providing technical support to other sections or Departments as required.
- Assist in the coordination and implementation of in-house capital construction projects.
- Assist in the development of a Multi Year Capital Construction Forecast (MYCCF) showing planned capital improvements, including quantity calculations, estimating costs, assisting in the formulation of scope.
- Assist in the development of requests for proposals and tenders for the various works of the Department.
- Assist with review of Planning, Development and Building Department related works including site plan agreements, subdivision plans, storm water management, development plans, lot grading, minor variances.
- Assist in the preparation of submissions for funding for infrastructure funding programs.
- On site review of proposed development lot grading and confirmation of satisfactory completed works.
- Assisting in GIS data collection with all Supervisors, ensuring database integrity.
- Assist in asset management and maintenance management systems for the Operations Department using tools that are compatible with City of Pembroke systems in coordination with the Financial Analyst – Asset Management with the Treasury Department.
- Collect, update and maintain the Operations Department asset inventory.
- Assist with review and determination of level of service, risk analysis, etc. as it relates to the Operations Department asset management.
- Visit capital project work sites to monitor, evaluate, troubleshoot and assess to ensure compliance with project requirements.
- Asset Management duties for the Operations Department, working directly with the Treasury Department's Financial Analyst-Asset Management.
- Investigation and communication in response to customer service requests and contract disputes.

#### **Decision Making and Judgement:**

- Regularly exercises judgement and selects best methods for completing tasks. Requires some interpretation of policies and procedures.

#### **Accountability:**

- Responsible for accuracy in performance of work.
- Safeguarding confidential/restricted information.

#### **Leadership/Supervision:**

- This position has no supervisory responsibilities.



**Interpersonal Skills and Contacts:**

Internal

- Council
- Senior and support staff of other departments

External

- General public
- Government ministries and regulatory officials/agencies
- Other municipalities

**Working Conditions:**

- Office Environment
- May be required to attend evening meetings.
- Overtime work may be required.
- Travel may be required for training.
- Hold a valid Ontario Driver's License.

**Physical Skill and Effort:**

- Light lifting not exceeding 5kg.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

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The foregoing 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 position.

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Hours of Work: 40 hours/week - Monday to Friday  
Occasional overtime.