

**PLANNING AND DESIGN COORDINATOR**

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<b>EXEMPT (Y/N):</b> No	<b>DIVISION:</b> Utility Services
<b>SALARY LEVEL:</b> TBD (Under Review)	<b>DEPARTMENT:</b> Infrastructure Services
<b>LOCATION:</b> Field Road	<b>SUPERVISOR:</b> Assistant Manager, Utility Engineering
<b>APPROVED BY:</b> GM, Infrastructure Services	<b>DATE:</b> July 2024

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*Replaces: N/A New Position*

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**SUMMARY**

Under the general direction of the Assistant Manager, Utility Engineering, the Planning and Design Coordinator will liaise with divisional staff to identify operational needs and requirements during the scoping, design and construction of projects along with project coordination and technical support on the development of strategic and operational infrastructure development plans.

**KEY RESPONSIBILITIES** *include:*

1. Liaises with divisional staff including Capital Projects and assists with the design, tender, and construction of projects related to water treatment and distribution, wastewater collection and treatment, and related infrastructure, identifying and providing input with an operations lens.
2. Collaborates with operational staff to improve the performance of water and wastewater infrastructure.
3. Provides project coordination and technical support on the scoping and design of water and wastewater infrastructure, the construction of minor capital projects, the development and implementation of strategic and implementation plans for this infrastructure, such as Capital Plans and Water Master Plans.
4. Coordinates the projects and liaises with contractors and SCRD staff to organize, construct, complete and commission required maintenance or minor capital construction projects.
5. Coordinates the SCRD’s Cross Connection Control program in accordance with requirements set out by the Drinking Water Officer.

**TYPICAL ACTIVITIES** *include:*

1. Assists in assessing, evaluating, and incorporating technical requirements to make informed decisions regarding infrastructure construction with an operational lens.
2. Acts as the liaison with project management staff, contractors, consultants, and staff to assess potential design and project execution issues with an operational lens to determine effective solutions.
3. Provides technical support to Utility Services staff to improve the efficient and effective performance of water and wastewater infrastructure.
4. As assigned, administers engineering projects, including but not limited to the preparation of contract documents, project management documents, and financial management documents, to ensure that work activities are completed within allocated budgets and timelines.
5. Provide technical support to the development and implementation of strategic and operational plans associated with the development of new and replacement of existing water and wastewater infrastructure.

6. Provide technical support on the feasibility studies or the design and construction of minor capital or operational projects for water and wastewater infrastructure.
7. Uses sound judgment to address unusual or problem situations, ensuring solutions meet the objectives and requirements, collaborating with other staff on difficult, complex, or highly unusual matters or decisions, and providing technical work guidance/information sharing to other staff, as required.
8. Ensures the SCRD standards, procedures, and policies are upheld by providing direction and guidance to contractors, outside agencies, developers, and other members of the public.
9. Assists in preparing reports for Board or senior staff and produces other similar documents.
10. As per the SCRD policies and procedures, arrange for and conduct construction site inspections to confirm compliance with accordance with District Standards and Specifications.
11. Assists in budgeting, planning and other related matters regarding future servicing.

### **EDUCATION AND EXPERIENCE**

- Completion of a Civil Engineering Technologist Diploma from a recognized institution with preference given to a degree.
- Accredited, or eligible for certification, as an Applied Science Technologist in the field of Civil Engineering Technology. Preference will be given to certified ASCT candidates with EOCP certification.
- Five (5) Years' experience in water/wastewater operations, civil contract administration, project management, and public works inspection or other similar work. Including at least two (2) years' supervisory experience in operations and work coordination along with two (2) years' Direct Responsible Charge (DRC) at a Class II or higher system/facility of water distribution or wastewater collection systems.
- Valid B.C. Class 5 Driver's license.

### **OTHER SKILLS/KNOWLEDGE**

- Advanced level of proficiency in the operation of Microsoft Office software and graphics/mapping and modelling software, such as ESRI, GIS, WaterCAD, AutoCAD, and AutoCAD Civil 3D.
- Ability to organize and prioritize a complex series of project components to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- Effective written and oral communication skills; specifically in writing including letters, report writing, and presentations.
- Effective interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts and stakeholders.
- Effective analytical and research skills with the ability to use sound judgment to resolve unusual or problem situations.
- Ability to facilitate meetings, to interact and tactfully negotiate contract work change directives, and to interact effectively with contractors over matters such as scope of work changes that may arise.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, bylaws and policies.
- Ability to apply operational knowledge to project design.