

Locates Coordinator

People, Place, Prosperity

Working within our Strategic Plan of People, Place, and Prosperity, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to make the City of Cambridge a place for people to prosper – alive with opportunity.

Job Profile

Reporting to the Manager of Water, the Locates Coordinator will be responsible for supporting the daily activities of the job site. Key Responsibilities will include:

What you will be doing

- Coordinate and prioritize the daily locate activities for internal and external locate requests.
- Prepare positive response package for each internal locate requests. Follows up on late locates to ensure the Ontario Government legislated prioritized time lines are followed.
- Using custom Locate Management Software, Arc Map 10 GIS Editing software and Rolla On point, plan and profile drawings and other data sources to assess need to locate and prioritize locate requests
- Update corporate GIS water and wastewater layers (size, pipe material etc.)
- Assign locates to the Water or Waste Water department staff for in-field completion. Respond to all emergency and priority locate requests
- Communicate problems arising with excavators or locate requests, ensuring that locates are performed efficiently and the defined locate limits accurate. Act as the Corporation's first point of contact for locate-related questions and responds in a timely and professional manner.
- Communicates by arranging hand delivery of the mapping and written confirmations necessary to provide a legal locate to the requesting excavators.
- Prepares edits, additions and corrections to the appropriate Corporate Geographical Information System layers; using ArcMap that are found by field staff.
- Responsible for the research/coordination of grants, bursaries and projects as required.
- Respond to all internal (Staff) and external (contractors) locate requests in compliance with Bill 8

Education

You are a graduate of a 2-year post-secondary engineering technician or applied science diploma program or similar.

Experience and Knowledge

- A minimum of three (3) years relevant experience with understanding city infrastructure policy and procedure regarding the locate process.
- Understanding locates management software and external reporting/communications aspects therein to develop in-house best management practices.
- Overall knowledge of engineering terminology associated to Water, Sewer and Storm Water appurtenances.
- Working knowledge of the Bill 8 One-Call legislation and the CCGA Best Management Practices for locating. Understanding locates requirements in complex situations.

We Are Looking For These Certificates

Certified Technician (C.Tech)

We will ask you for these items if you are hired

- Proof of your current and valid certificate(s) and/or educational qualifications.
- Valid G driver's license.
- Worker Health and Safety Awareness Training Certificate from the Ministry of Labour

Your compensation

This position is within Grade 7 of the inside workers union Salary Schedule and has an annual salary range of \$61,367 to \$65,221. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Hours of work

Hours of Work are Monday to Friday, 7:00 am to 3:00 pm

Advertisement Expiration Date

This posting closes on June 21, 2019.

Accommodation needs and protection of privacy

The City of Cambridge is committed to inclusion and diversity and encourages applications from all qualified individuals. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please make your needs known in advance by contacting the Human Resources Division.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.