

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

**ENVIRONMENTAL SERVICES COORDINATOR**  
Permanent Full Time

<b>JOB ID:</b> C60-24	<b>LOCATION:</b> On site: 151 Centre Street, Shelburne, ON, L9V 3R7
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on August 9, 2024

Reporting to the Environmental Services Manager, the Environmental Services Coordinator is responsible for a variety of duties related to supporting team leadership efforts, high quality maintenance and facility operations, administrative support to the Environmental Services Manager and the Environmental Services team, work order and task assignment, project management coordination and follow-up, all in accordance with established procedure and policies of the County and applicable legislation. The Environmental Services Coordinator position brings a strong leadership and technical background and assists in ensuring the continued successful operation of all sites (buildings) and their grounds including maintenance, renovations, operations, construction, building services, additions, life safety, capital costs, and energy efficiency upgrades.

**What we can offer YOU!**

- A competitive hourly wage ranging between \$44.62 – \$52.20 (April 1, 2024 Non-Union Pay Grid);
- **Hourly hiring range** between \$44.62 - \$48.27 (April 1, 2024 Non-Union Pay Grid);
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you'll do**

- Development of the capital work plan in collaboration with the Manager of Environmental Services and the Administrator of Dufferin Oaks
- Working with the Procurement department in the preparation of project tender documents, specifications, and/or requests for proposals. Review and evaluate proponent proposals and participate overall in the procurement process.
- Review technical reports and studies. Liaise with Consultant and third-party vendors to implement necessary and/or recommended improvements or work.
- In consultation with the Environmental and Facilities Managers oversee contract administration and project inspection duties related to Capital works projects to ensure all work is completed in accordance with the project standards and specifications.
- Review design drawings to ensure compliance with project scope and specifications and engage individual trade/engineering/architectural/etc. expertise as required to ensure to confirm findings.
- Manage maintenance requests from stakeholders, clients, and County employees for completeness, create work orders as required.
- Determine operational inventory and equipment needs. Coordinate the delivery of maintenance and facility related goods and services (e.g., janitorial supplies, signage, lawn care, snow plowing, security, elevator maintenance, fire alarms, window cleaning, sanitary services, etc.)
- Provide team leadership coverage as required by the Environmental Services Manager during absences and periods of high work volume
- Contributes to departmental goals and objectives by recommending new or improved ways to streamline service delivery.
- Responsible for Divisional records management with respect to regulated inspections.
- Other duties as assigned

## What you'll bring

- Three (3) year diploma in Architectural Technology, Civil Engineering Technology, Construction Engineering Technology, Bachelor of Technology Construction Management, or Bachelor of Applied Technology Architecture – Project and Facility Management.
- Minimum three (3) years of experience working in a facility operations environment, or combined equivalent of training and knowledge of building construction, operations and maintenance, structural and architectural systems.
- Minimum two (2) years of experience in a leadership or supervisory role.
- Knowledge of the Ontario Fixing Long Term Care Act and regulations
- Familiarity with the relevant portions of the Ontario Building Code, Ontario Fire Code, Occupational Health & Safety Act, WHMIS, as well as small drinking water systems, standard construction forms and standards
- Excellent computer proficiency in AutoCAD, MS Office, and other related software.
- Ability to read blueprints, schematics, drawings, and specifications.
- Valid Class G driver's license and access to reliable transportation required.
- Satisfactory police vulnerable sector screening
- Two Step Tuberculosis test

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

## Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by August 30, 2024. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.