

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following existing vacancy:

### **Corridor Management Coordinator**

Temporary, full-time position (Approximately 1-year contract)

In this existing position, reporting to the Traffic and ROW Management Supervisor, you will be responsible for providing day to day planning and technical support to the transportation department for all activities within the County's right-of-way. Your primary duties will include permit and municipal consent review and approval, utility coordination, review of planning and development applications, responding to inquiries from the general public, developers, staff, Council and external agencies and representing the Department on various committees. You will also assist with other transportation and waste related work including reconciliations, research, report preparation, data collection and analyses, budget preparation, arranging for locates, road closures, etc. for various engineering and operations projects, and assist with the development and implementation of policies related to work within the ROW.

#### **Qualifications & skills:**

- You have a college diploma or university degree in civil engineering or other related field and minimum of 1 to 2 years' experience working on transportation and waste related projects.
- Knowledge of the Transportation Department's operations and procedures, knowledge of County infrastructure and assets including, road and bridge network, traffic signals and signs, annual business plans.
- Demonstrated knowledge of Public Works operations, municipal infrastructure construction practices, materials and methods, relevant legislation, regulations, TAC, MTO, OPS and any other relevant Transportation standards and specifications.
- Demonstrated knowledge of data processing and analysis, development and maintenance of databases and reporting.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint) and have experience with AutoCAD, ESRI (including CityWorks), and ArcGIS suite of software.
- Strong work ethic and a positive team attitude with the ability to work independently.
- Relational skills are required to ensure effective corporate representation when interacting with internal staff and external clients and members of the public.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Sound analytical, organizational, time management and conflict management skills.
- Able to work under pressure with speed and accuracy.

A valid Class G driver's license with a clean abstract and access to a personal vehicle is required. A 3-year uncertified driver's record obtained from Service Ontario must be submitted with your resume. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc or .docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Thursday, November 19, 2020** to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email: [hr@northumberlandcounty.ca](mailto:hr@northumberlandcounty.ca)**

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberlandcounty.ca](mailto:accessibility@northumberlandcounty.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.