



## **Infrastructure & Planning Coordinator**

**Reports to:** Director of Infrastructure & Planning

**Salary:** \$67,900 - \$72,829

**Employment Type:** Full-Time, Permanent

**Benefits:** Competitive benefits package available following successful completion of the probationary period

### **Position Overview:**

The Town of Vermilion is seeking a highly organized, detail-oriented, and customer-focused individual to join our team as the Infrastructure & Planning Coordinator.

Reporting to the Director of Infrastructure & Planning, this position provides coordination, administrative, and operational support for the Infrastructure & Planning Department. The Coordinator is responsible for overseeing and supporting a variety of departmental functions including work order administration, agenda report preparation, budget monitoring, utility billing, cemetery administration, grant support, records management, policy and bylaw review, and public communications.

The successful candidate will work closely with Infrastructure, Public Works, Utilities, Planning & Development, contractors, stakeholders, and the public to support efficient departmental operations and deliver exceptional service to residents.

### **Key Responsibilities:**

#### **Infrastructure & Planning Coordination**

- Coordinate and administer departmental work orders, ensuring timely tracking, follow-up, and resolution.
- Serve as the primary point of contact for public inquiries related to Infrastructure, Public Works, Utilities, Planning & Development, Cemetery Services.
- Communicate with residents regarding service requests, project updates, timelines, and departmental initiatives.
- Work closely with the Director of Infrastructure & Planning and Operations Manager to support departmental priorities, projects, operational goals, and strategic initiatives.
- Prepare correspondence, reports, agreements, invoices, records, presentations, and other departmental documentation.
- Coordinate and maintain departmental filing, records management, and data systems.
- Schedule, coordinate, and support departmental meetings, committees, and project meetings.
- Prepare agendas, reports, minutes, and action tracking for Council, committees, and internal meetings as required.

- Assist with the preparation, administration, and tracking of tenders, requests for proposals, contracts, contractor invoices, and capital projects.
- Support departmental budget planning, monitoring, reconciliation, and financial tracking.
- Coordinate project tracking, equipment tracking, and departmental reporting requirements.
- Conduct research and assist with the development, review, and updating of municipal bylaws, policies, procedures, leases and operational practices.
- Research grant opportunities and assist with grant applications, reporting requirements, and funding administration.
- Read, interpret, and maintain civic, legal, infrastructure, utility, and municipal mapping information.
- Support the implementation and monitoring of departmental work plans, strategic priorities, and long-term objectives.

### **Cemetery Administration**

- Coordinate all administrative functions related to municipal cemetery operations.
- Maintain cemetery records, plot ownership records, interment records, and niche records.
- Coordinate plot sales, interments, niche openings and closures, and related documentation.
- Liaise with Public Works staff regarding plot excavation, backfilling, interments, and cemetery maintenance activities.
- Respond to public inquiries regarding cemetery services, fees, procedures, and records.
- Maintain cemetery inventory and assist with long-term cemetery planning and record management.

### **Utility Billing Administration**

- Coordinate utility billing processes and customer account administration.
- Administer utility account setup, transfers, final billings, and account changes.
- Support utility billing collections, payment tracking, and customer communications.
- Perform utility billing reconciliations and coordinate reporting and account balancing.
- Respond to customer inquiries regarding utility accounts, billing, consumption, and payment arrangements.
- Work collaboratively with finance and operational departments to ensure accuracy and efficiency of utility administration processes.

### **General**

- Maintain positive relationships with residents, contractors, consultants, stakeholders, and fellow employees while representing the Town in a professional manner.
- Continually develop knowledge of municipal operations, legislation, software systems, and best practices.
- Perform other related duties as assigned.



### **Qualifications:**

The ideal candidate will possess:

- Post-secondary education in Business Administration, Public Administration, Local Government Administration, Office Administration, Accounting, or a related discipline.
- A minimum of three (3) years of progressively responsible experience in municipal administration, project coordination, utility administration, cemetery administration, finance, or a related field.
- Strong organizational and coordination skills with the ability to manage multiple priorities and deadlines.
- Excellent written, verbal, and interpersonal communication skills.
- Strong analytical, research, and problem-solving abilities.
- Experience with budget tracking, reconciliations, records management, and project coordination.
- Knowledge of municipal operations, public works, utilities, planning, cemetery administration, or local government processes would be considered a significant asset.
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, Teams, and database systems.
- Experience with municipal software systems and GIS/mapping systems would be considered an asset.
- Ability to work independently while fostering collaborative working relationships across departments.

### **Additional Requirements:**

- Successful completion of an acceptable RCMP Security Clearance Check.
- Availability to attend occasional evening Council meetings and work outside regular business hours as required, including providing backup support to the Executive Assistant by attending Council meetings and recording official meeting minutes.

### **What We Offer:**

The Town of Vermilion offers a rewarding municipal career with a competitive compensation and benefits package, including:

- Competitive Salary.
- Comprehensive health and dental benefits including vision
- Health Spending Account.
- Participation in a pension plan.
- Paid vacation and statutory holidays.
- Opportunities for professional development and continued learning.
- A collaborative and supportive workplace.
- The opportunity to contribute directly to projects and services that make a difference in the community.

### **How to Apply:**

Interested candidates are invited to submit their resume by email to [hr@vermilion.ca](mailto:hr@vermilion.ca)



The Town of Vermilion thanks all applicants for their interest; however, only those selected for an interview will be contracted.