



Job Ad

Organization:	Ministry of Transportation
Division:	Provincial Highways Management
Position Title:	SERVICE COORDINATOR - ELECTRICAL
Job Term:	1 Permanent
Location:	615 S James St, Thunder Bay, P7E 6P6, North Region
Compensation Group:	Association of Management, Administrative and Professional Crown Employees of Ontario
Salary:	\$58,950.00 - \$72,721.00 per annum
Posting Status:	Restricted
Job Code:	17OST - Skills Trades 17OST
Schedule:	6
Category:	Maintenance and Trades
Job ID:	34563

Bring your contract administration and leadership skills to this unique opportunity as a Service Coordinator, Electrical with the Northwestern, Remote Northern Transportation Office in Thunder Bay.

Under the general supervision of the Superintendent of Electrical Operations you will:

- assess electrical and advance airport traffic management needs
- direct employees and contractors in the construction, maintenance and repair of electrical systems and facilities at remote airports
- inspect electrical contracts and manage third party maintenance
- review electrical designs, provide reports and attend technical review meetings on behalf of the ministry
- provide technical advice and recommendations on electrical matters
- serve on various committees and task forces as required

The location of the position is:

What we are looking for:

Mandatory:

- You must have a valid driver's licence.
- You must have certification as an electrician under the Apprenticeship and Tradesman Qualification Act.
- You are able to fly to remote northern locations in small aircrafts.

Specialized knowledge:

- You have knowledge of the practices, procedures, specifications, and standards related to the inspection, maintenance, installation and repair of airport and highway electrical devices.
- You know electrical codes and airport safety procedures.
- You have knowledge of maintenance requirements associated with airport electrical devices, solar wind power systems and various airport support structures.

Technical knowledge:

- You have knowledge of Transport Canada and Remote Northern Transportation Office standards to ensure the safety of aircraft using the airport.
- You have experience with contract administration, including administrative procedures, reporting requirements and documentation.
- You are able to interpret and apply related regulations, policies and directives (i.e. Canadian Air Regulations, Occupational Health & Safety Act, The Highway Traffic Act, Public Transportation and Highway Improvement Act and Environmental Assessment Act).
- You are able to prepare detailed cost estimates for proposed work.
- You can read and interpret contract plans, documents, and specifications.

Communication, supervisory and interpersonal skills:

- You have knowledge of Very High Frequency (VHF) aviation radio communications to direct the installation and repair for the safety of operations at airports.
- You can communicate effectively to provide technical advice and recommendations.
- You have well developed written skills to prepare detailed cost estimates for proposed work.
- You can negotiate to deal effectively with contractors and consultants.
- You are able to deal effectively with ministry contacts and the public.
- You have supervisory and planning skills to direct and coordinate the activities of assigned ministry staff and contractors.

Posting Date: Wednesday, March 2, 2011

Closing Date: Wednesday, March 16, 2011 11:59 pm EST

How to apply:

1. You must **apply online** from an OPS computer. You will not be able to apply from your home computer.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Remember: The deadline to apply is Wednesday, March 16, 2011 11:59 pm EST.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**