



## Job Specification

**Position Title:** SERVICE COORDINATOR - ELECTRICAL  
**Job Code:** AMAPCEO - Skills Trades 17OST, 17OST  
**Job ID:** 34563

### Purpose of Position:

To plan, direct, and/or administer a large, complex multi-year contract and/or multiple, concurrent multi-year contract related to the maintenance and repair of transportation related facilities at remote airports, ensuring that all work is completed according to contract documents, and specification.

### Duties/Responsibilities:

Statement of Major Responsibilities (How is purpose achieved?)

Under the general supervision of a Manager, Remote Northern Transportation Office, the position is responsible for planning, directing and/or administering contracts related to the year-round installation, maintenance and repair of electrical devices such as airfield lights, power distribution, security systems, fuel handling, building systems and solar wind power systems including their structures at remote airports.

in addition, responsibilities include:

1. Provides direction and contract administration for Functional and Hired Equipment contracts by:
  - Monitoring compliance with contract specifications to ensure public safety and value for money (i.e. monitoring installation and repair operations, maintaining work records, verifying that performance standards are met, etc.);
  - Providing direction to the contractor to correct non-compliance, as required;
  - § Providing direction to contractors on the performance of installation, maintenance and repair operations (on electrical devices and their support structures): including emergency situations such as component failures;
  - Coordinating, organizing and directing the activities of ministry support staff, as required;
  - Submitting for the supervisor`s approval, information and recommendations relating to contractor`s claims, infraction reports, contractor penalties, work orders, payment certificates and requests for additional work;
  - Maintaining accurate work records and documents; preparing reports for the supervisor.
2. In conjunction with the Services Coordinator - Electrical, assists by:
  - § Monitoring work on electrical devices and support structures for conformance with contract specifications to ensure ministry interests are protected and value for money is achieved;
  - Providing technical advice about the maintenance and repair of electrical devices and support structures to the Maintenance Coordinator.
3. Participates in planning for installation, maintenance and repair operations by:
  - Administering contracts for installation, maintenance and repair operations for airport facilities (especially on electrical devices and their support structures), including emergency situations such as component failures and as needed assisting with supervision of Thunder Bay area highway traffic signal contract;
  - § Scheduling annual repair, maintenance and installation projects, purchasing materials and arranging for delivery and scheduling/arranging transportation and accommodation of work crews to work sites. Supervising/inspecting project work crews, reviewing/approving on site modifications as necessary;
  - Providing technical advice, support and training to airport and other MTO staff on all electrical, communications and airfield visual aid systems; buildings, fuel systems and other infrastructure;
  - ® Preparing scope of work for consultant assignments for contract documents and/or contract administration and liaison with consultants and provide advice/recommendations to manager concerning consultant performance
  - © Assisting in the preparation of functional tenders and purchase orders.
4. Performs related duties as appropriate such as:
  - Reviewing claims for damages on the highway and airport systems for validity, arranges for the collection of relevant data on such claims as required;
  - § Providing input and advice on matters related to financial, human resources, operational procedures and practices, etc.,
  - Serving on task forces as assigned;
  - § Responding to or ensuring that contractors respond to, enquirers from the general public;
  - a Performing similar duties as described above, for the repair and maintenance of other infrastructure

facilities such as

communication systems, facilities, structures, signs and vegetation, as and when required because of workload;

- Operating vehicles such as cars and 1/2 ton trucks on a daily basis; performing daily circle checks of equipment; completing and maintaining a variety of related records such as daily inspection books;
  - Performing supervisor duties and/or other roadway maintenance activities, such as patrolling operations, during summer and/or winter maintenance operations, as required;
  - Liaising with municipal, hydro and telecommunication officials with respect to the planning, and administration of electrical contracts;
- § Required to fly to RNTO locations in small aircraft.

### **Knowledge:**

In order to plan, direct and/or administer components of a large, complex multi-year contract and/or multiple, concurrent multi-year contracts, with external service providers, related to the performance of installation, maintenance and repair operations on electrical devices and their support structures, including emergency situations such as component failures, the incumbent in this position requires: Extensive knowledge of: contract administration, including administrative procedures, reporting requirements and documentation; the practices, procedures, specifications, and standards related to the inspection, maintenance, installation and repair of airport and highway electrical devices and their support structures; electrical codes and safety procedures; equipment and materials used to install, modify, assess, maintain and repair a variety of electronic and electrical equipment such as controllers, relays, timers, switches, traffic signals, flashers, runway, approach aids and lighting systems, roadway and sign illuminations, etc; Manual of Uniform Control Devices (MUTCD); regulations, policies and directives pertaining to work site safety (Occupational Health & Safety Act), traffic management through construction zones, contract administration, MTO's Maintenance Management Information System (MMIS), District Direct Input System (DDIS), maintenance quality standards, the Ontario Building Code, Transport Canada TP312 and CARS.

Job requires knowledge of the techniques, equipment and tools used in electrical practice in order to determine the proper methods of installing, maintaining and repairing electrical equipment for buildings and visual aid lighting systems for airports such as runway lights, windsock, beacon, APAPI (Abbreviated Precision Approach Path Indicator), strobes, Aircraft Radio Control of Aerodrome Lighting (ARCAL), constant current regulator, controller interface wiring diagrams. Job requires general knowledge of buildings (including associated systems), refueling systems and electrical/communication systems. Job requires knowledge of Transport Canada and RNTO standards established for visual aid systems to ensure safety of aircraft using the airport. Job requires knowledge of Canadian Electrical Code and Hydro One electrical requirements to ensure the safety and efficiency of installations and to aid in determining work methods. Job requires knowledge of electrical generators, solar wind power systems and their control systems to maintain systems, which are the only source of electrical power at some airports. Job requires knowledge of VHF aviation radio to direct the installation and repair for the safety of operations at the airports.

Knowledge of: The Highway Traffic Act, Public Transportation and Highway Improvement Act and Environmental Assessment Act; Personal computers in order to input data into management information systems, to obtain contract documentation electronically and to send/receive internal mail. An understanding of: maintenance requirements associated with highway electrical devices and their support structures, sufficient to assess and determine the appropriate repair technique; the practices and procedures related to the maintenance and repair of other infrastructure components, such as airports, roads, structures, roadside vegetation, signs and communication systems.

Position also requires: Valid Ontario Class `G` Driver's Licence; Certification as an Electrician under the Apprenticeship and Tradesman Qualification Act; Well developed written and oral communication skills and negotiation skills are required to deal effectively with contractors/consultants, staff to ensure that ministry's interests are protected and it is receiving value for money and to deal effectively with ministry senior management and the public; Ability to prepare detailed cost estimates for proposed work and the ability to read and interpret contract plans, documents, and specifications; Supervisory and planning skills to direct and coordinate the activities of assigned ministry staff and contractors hired through functional contracts to provide maintenance and repair services.

### **Judgement:**

The incumbent operates independently but has direct access to supervisor to discuss problems of an unusual or difficult nature. Written guidelines, standards and policies are available, however a high degree of judgement is required daily in managing operational and financial matters, and to ensure/verify that the ministry's maintenance quality standards are achieved. Judgement is required in ensuring work is completed by the most feasible and economic means. Judgement is required in analyzing internal policies, in compiling various information reports concerning operational services, estimates and budget, in analyzing operational services and recommending changes, and in assessing long term multi-year plans. incorrect or delayed decisions may result in increased costs and may have serious impacts on public safety. Decisions normally have immediate impacts and may result in ministry commitments with respect to extra work and additional costs. Judgement is required to assess the need and priority for improvements proposed by Zone Supervisor, and for improvements planned at airport. Judgement is required in making recommendations to Manager, Remote Northern Transportation Office

concerning negotiations with contractors for work not covered in the contract. Judgement is required in providing pro-active and reactive input and advice on procedures and policy matters. Recommendations and decisions are accepted as authoritative and are reviewed for conformance to ministry procedures and regulations. Ability required to exercise sound judgement in the use of new types of materials and new methods, which can be used for subsequent determination of policy where no precedents exist. Judgement is required in altering the planned work program to conform with changes in work priorities. Judgement is required in assessing and determining the most practical and economical type of repair required for electrical devices. Judgement is required in daily direct dealings with other ministry staff, contractors, First Nations, external agencies, and the general public to respond to issues related to bridges and buildings.

**Accountability - Programs:**

Accountable for monitoring work performed by contractors through a large, complex multi-year contract and/or multiple concurrent multi-year contracts to ensure compliance with contract specifications and documents and, if necessary, providing direction and recommending penalties in cases of non-compliance with contracts. Accountable for the efficient and effective planning and delivery of maintenance and repair programs for bridges and buildings. Ensures procurements for services, materials and supplies are in accordance with established procedures, and ensures that all contract work is completed for both quality and quantity in accordance with the contract. Position is accountable for maintaining positive relations with the public, contractors, and other agencies.

**Accountability - Personnel:**

Accountable for dealing effectively with contractor`s representatives regarding contract administration and contractor performance. May be accountable for supervision and training of 0-10 staff.

**Accountability - Finance & Material:**

Accountable for accurate and timely financial and administrative reporting, and the processing of contractor payment certificates and work orders. Accountable for the proper deployment of funds to approved projects, expenditure control and budget adherence in establishing/recommending work plans.

**Accountability - Impact of Errors:**

Incorrect or delayed decisions may result in: monetary loss through accelerated deterioration of airport and highway facilities; increased costs to repair airport/highway facilities properly; seriously affect public safety if deficiencies are not rectified promptly, possibly leading to airplane crashes, collisions, personal injuries, fatalities and increasing ministry liability. Improper direction to contractors/ministry staff or improper work practices could impact on worker or public safety, and possible legal liability for the ministry.

**Contact - Internal:**

Work requires regular contact with supervisor and support staff to ensure coordination, provide advice, exchange information and discuss matters of mutual concern for consistency in operations. Maintains regular contact with a wide range of internal staff in the region.

**Contact - External:**

Regular contact with contractor`s staff regarding work orders, infraction reports and contract administration matters. Periodic contact with Transport Canada, First Nations, ministries, government agencies and municipal officials, to exchange information and resolve problems where there is an overlap in implications and where services are provided, needed or shared.