



## **EMPLOYMENT OPPORTUNITY** **Drainage Coordinator**

The Town of Plympton-Wyoming is comprised of lakefront, agricultural, and urban properties, offering a wide range of facilities and services to provide its residents with a comfortable community in which to live and to work.

We are a community with a population of over 8,000 located within the north central portion of Lambton County in Southwestern Ontario. Fronting on the shores of Lake Huron, Plympton-Wyoming boasts accessibility to Highway 402 for convenient travel to Sarnia, London, Toronto, and the U.S.A.

The Town of Plympton-Wyoming is seeking to employ a skilled, motivated **Drainage Coordinator** with a high degree of professionalism, accuracy, and attention to detail to work in the Public Works Department. Reporting to the Town's Director of Public Works, the **Drainage Coordinator** performs all duties associated with the Drainage Superintendent under the Drainage Act.

### **POSITION SUMMARY:**

The Drainage Coordinator is responsible for overseeing the maintenance, construction, and repair of municipal drains, ensuring compliance with the Drainage Act. This role involves acting as the Drainage Superintendent, managing drainage-related projects, liaising with ratepayers, contractors, engineers, and Council, and ensuring that all work is carried out safely and effectively. The Drainage Coordinator will also support the Director of Public Works in various technical and operational tasks, including the review of development projects and the maintenance of technical records.

### **Principal Responsibilities:**

- Perform the duties of the Drainage Superintendent as defined in the Drainage Act including but not limited to:
  - Supervise maintenance, construction and repair of municipal drains
  - Receive and investigate ratepayer requests, advising on options available and procedures to be followed
  - Provide liaison and coordination between ratepayers, Drainage Engineer, contractors and Council as required
  - Attend site meetings, consideration meetings and Courts of Revision for all Drainage Reports
  - Prepare tender documents, call tenders, coordinate and inspect construction and approve payments
  - Prepare necessary inspection and progress reports
  - Assist with the preparation of the necessary budgets, maintenance assessments, grant applications and drainage documentation
  - Complete site surveys as necessary
- Assist the Director of Public Works with the review and approval of Development Projects related to Drains

- Assist the Director of Public Works with the preparation and updating of technical studies and reports.
- Assist the Director of Public Works with the preparation and updating of technical records such as, but not limited to, the geographical information system and asset management plan.
- Communicate with others inside and outside the Municipality including but not limited to staff, contractors, consultants, utilities, public, etc.
- Receive and Investigate ratepayer requests/complaints advising on Town policy, options available and procedures to be followed.
- Ensure work is carried out in a safe manner in accordance with the Occupational Health and Safety Act, Town Standards and other relevant legislation and regulations

## **REQUIRED EXPERIENCE AND EDUCATION:**

- Successfully completed Ontario Drainage Superintendent Course
- A minimum of 5 years of municipal, public works or similar/related experience
- Must have demonstrated leadership and managerial ability; good communication skills; a proven work record in the area of public relations
- Extensive knowledge of the Drainage Act, Occupational Health and Safety Act, and other applicable legislation, regulations, codes and acts
- C.E.T. or C.Tech designation from the Association of Certified Engineers Technicians and Technologist preferred
- Excellent critical thinking and problem solving skills
- Must have good computer skills
- Valid Ontario Driver's License
- Ability to work in a variety of outdoor environments, including construction sites and during adverse weather conditions

**Hours of Work:** 40-hour work week, core hours are 8:30 – 4:30 p.m., with some evening meetings required.

Our Town offers an annual salary of \$89,338.00 to \$107,206.00 (2025 Rate).

Interested individuals are asked to forward their resume and cover letter no later than **4:30 pm on April 17<sup>th</sup> 2025** to the Nicole Campbell, Executive Assistant ([ncampbell@plympton-wyoming.ca](mailto:ncampbell@plympton-wyoming.ca)). Please direct any questions to Adam Sobanski, CAO ([asobanski@plympton-wyoming.ca](mailto:asobanski@plympton-wyoming.ca)).

*The Town of Plympton-Wyoming is an equal opportunity employer servicing our diverse communities. The Town of Plympton-Wyoming is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. Although we appreciate all applications, only those selected for an interview will be contacted.*

*Personal information required by this posting/advertisement is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, CHAPTER M.56, as amended. The treatment, storage and handling of personal information is governed by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, CHAPTER M.56, as amended and will be used in reviewing applications.*