



Municipal District of Fairview No. 136

Position Description

July, 2025

Position Title: **Administrative Co-Ordinator**
Position Classification: Office Worker
Position Category: Permanent Full-time
Regular Hours of work: 8:30 a.m. to 4:30 p.m., Monday to Friday
35 hours per week, 1820 annual hours
Reports To: Director, Administration
Position Summary: Acts as the Development Authority for the Municipality and the primary administrative support for the Department of Public Works.

Key Responsibilities:

Development and Planning

- Act as the development authority for the Municipality, as defined by the *Municipal Government Act*.
- Receive, process and decide development permit applications.
 - Provide assistance to applicants in completing and submitting applications.
 - Receive applications, conduct completeness reviews, request outstanding information, forward complete applications to contracted service provider for processing.
 - Review decision packages received from contracted service provider, make necessary revisions, refer to Council for approval as applicable, issue decisions and make appropriate notification(s).
- Liaise with the subdivision authority in relation to ongoing subdivision applications.
 - Complete adjacent landowner listing, respond to requests for information from subdivision authority and/or applicant(s).
 - Refer Subdivision Applications to Council for consideration and comment, advise subdivision authority of Council decision(s).
 - Review Notice of Decision(s), co-ordinate with applicant(s) in relation to condition fulfillment, advise subdivision authority regarding condition fulfillment, and
 - Co-ordinate inspections and work relating to condition fulfillment.
- Conduct compliance inspections, enforce as required.
 - Monitor condition fulfillment of permitted development and investigate non-permitted development, direct compliance and conduct enforcement.
 - Review Safety Codes permits, report non-compliance to Safety Codes, respond to information requests from Safety Codes.
 - Refer enforcement issues to legal counsel, as directed.
- Respond to inquiries relating to development and planning.
 - Receive inquiries, conduct legislative review and research, consult with contracted service provider, provide response.
- Collaborate with municipal contracted planning services agency in relation to developing or amending applicable bylaws and policies.

- Collaborate with municipal contracted planning services agency to maintain rural addressing system.

Geographic Information Systems

- Collaborate with municipal contracted planning services agency in relation to the provision of GIS services.
- Perform field data collection, process field data.
- Update and maintain municipal datasets.
- Implement and maintain software and processes relating to asset management, service requests, departmental projects and programs.
- Coordinate and implement GIS projects including the development and maintenance of specialized maps for projects, cemeteries, trails etc.
- Provide technical support to organizational employees on GIS applications and data.

Administrative Support – Department of Public Works

- Perform departmental data entry and general administrative tasks including, but not limited to:
 - Co-ordination of line locates,
 - Management of departmental records (file maintenance & retention),
 - Monitoring of inventories and supplies, and
 - Other general administrative support tasks, as assigned.
- Assist with program monitoring, cost-tracking and reporting.
- Develop and/or maintain department-specific asset management program(s).
- Perform department-specific administrative tasks related to Occupational Health and Safety including, but not limited to:
 - Liaising with contracted service providers to ensure compliance with applicable legislation,
 - Updating applicable documentation as directed,
 - Co-ordinating employee training, and
 - Performing compliance monitoring, as directed.
- Conduct small-scale procurement for budgeted expenditures.
 - Obtain quotes, prepare Purchase Orders for execution, process Purchase Orders, refer Purchase Orders to Accounts Payable.
- Actively monitor departmental budget allocations and report regarding the same.
- Act as the departmental customer service lead.
 - Receive and respond to inquiries by telephone, email and the website.
 - Coordinate the execution of contracts and/or agreements.
 - Intake, process and track departmental service requests.
- Draft departmental communications to ratepayers, the general public and to Council, as directed.
 - Draft correspondence, prepare public notices for multiple platforms (social media, web applications, website), prepare departmental reporting for Council consideration.
- Obtain Level 1 certification in Water Treatment, Water Distribution and Wastewater Collection and effectively provide related administrative support.
- In the absence of the Director of Public Works, co-ordinate departmental employees and tasks at the direction of the Chief Administrative Officer.

Health and Safety

- Make every reasonable effort to protect the health and safety of all workers and oneself.

- Comply with the Municipality's Health and Safety Program, as well as the Alberta Occupational Health and Safety Act, Regulations, and Code.
- Complete and comply with all Occupational Health and Safety training applicable to assigned tasks.
- Wear and maintain Personal Protective Equipment (PPE) as required.
- Report all incidents, near-misses, and injuries requiring First Aid or Medical Aid to supervisor or Director.
- Participate in and complete Field Level Hazard Assessments as required and report new hazards, unsafe acts, or unsafe conditions to a supervisor or director.
- Refuse dangerous work and report the refusal to a supervisor or director.

Skills

- Ability to interact well with others and to effectively address concerns and inquiries in a professional and respectful manner.
- Ability to function as a member of a team and to work independently with minimal supervision.
- Excellent verbal and written communication skills.
- Ability to prioritize, organize and manage work-related tasks to achieve results within acceptable timeframes.
- Strong analytical, research, and problem-solving skills.
- Ability to maintain confidentiality with respect to all matters relating to the Municipality.
- General knowledge and understanding of *the Occupational Health and Safety Act, Regulations and Code, Municipal Government Act, Protection of Privacy Act, Access to Information Act* and other applicable Municipal, Provincial and Federal Acts, Regulations, Codes, and Bylaws.
- Ability to use a computer with demonstrated proficiency and well-developed skills working with Geographic Information Systems, Microsoft Office, Excel, Outlook and Word.

Preferred Qualifications

- Post-secondary certificate, diploma or degree in a related discipline
- A minimum of 5 years of work experience in a related discipline
- Proficiency in Geographic Information Systems
- Valid Alberta Class 5 Operator's Licence with suitable Driver's Abstract
- Acceptable Criminal Record Check
- Certified in or willing to obtain certification in:
 - Leadership for Safety Excellence (AMHSA), WHMIS, Standard First Aid/CPR-C & other training related to Occupational Health and Safety
 - Level 1 certification in Water Treatment, Water Distribution and Wastewater Collection

Working Conditions:

- Work in an office setting that would require long periods of sitting, work on a computer, general administrative duties. The office workspace is characterized by good lighting, temperature and noise control.
- Field work involving periods of standing, walking over rough or uneven terrain, bending, crouching, stooping and reaching. Typical field worksites may be subject to hazards associated with road infrastructure construction and maintenance, construction, water/wastewater treatment, and a heavy duty shop environment. Field work may result in exposure to hazards including, but not limited to: extreme temperatures and adverse weather conditions, moving equipment and machinery, chemicals, noise, poor air quality etc.

- Operating Municipal vehicles to and from work locations.
- Occasional light lifting.