

**About the MEA**

The Municipal Engineers Association (MEA) is a non-profit association representing the interests of nearly 1,200 professional engineers employed by over 100 Ontario municipalities as well as from provincial agencies, conservation authorities and also consulting engineers who are designated as the engineer-of-record for smaller Ontario municipalities. MEA was established 60 years ago.

Through its staff and member volunteers, MEA advocates for and provides expertise in various areas of municipal engineering to assist Ontario municipalities and is involved in 40 technical committees. Areas of expertise are highlighted by the co-management of Ontario Provincial Standards – Muni (OPS-MUNI) with the Ministry of Transportation (MTO) and leading the Municipal Class Environmental Assessment (MCEA) process with the Ministry of Environment, Conservation and Parks (MECP). MEA provides training programs, hosts an annual conference, publishes a quarterly member information newsletter, provides an employment service advertisement platform, and offers an “ask an expert” tool for members and non-members to ask questions.

**Technical Services Coordinator**

The MEA is looking to recruit a highly motivated individual, who can work independently, as its full-time *Technical Services Coordinator*. This MEA offers a competitive salary, benefits, pension, vacation, and a home-office work environment.

**Job Description:**

Reporting to the MEA’s Executive Director, responsibilities include:

- Explore the MEA involvement in practical and relevant research initiatives and studies relating to the field of Municipal Engineering in Ontario and Canada.
- Assisting in gathering technical information through surveys and questionnaires on topics relevant to MEA members.
- Participation in technical seminars, conferences, and events through attendance and/or technical presentations/papers.
- Coordinating the MEA’s annual conference event and liaising with the respective organizing committees (hotel facilities review/approval, budget/program development/approval, management of sponsorship program and tradeshow).
- Fulfilling the Ontario Provincial Standards (OPS) committee coordination role with the Ministry of Transportation of Ontario (MTO), as well as promotion of OPS, which includes:
  - coordinating, facilitating, and managing the OPS Specialty Committees (3 separate committees)
  - Identifying and investigating issues of deficiency and redundancy in the OPS.

- developing and managing work plans to schedule and monitor the progress of the specialty committees
- liaising with many partners and stakeholders throughout the process
- Acting as a Ministry expert to provide advice to committee members
- Liaising with MTO staff regarding the maintenance and enhancement of the OPS website
- Attending OPS Advisory Board meetings
- Promoting OPS to Ontario municipalities
- Maintaining MEA websites and social media platforms, working with website host to resolve website issues; coordinate website upgrades, member/website data analytics.
- Hosting the MEA's tradeshow booth at selected conferences throughout the year (Good Roads, Ontario Water Works Association conferences).
- Collaborating with sister associations/organizations on topics of importance to MEA
- Acting as the MEA's formal Transportation Association of Canada (TAC) representative and attend the annual TAC Conference
- Assisting the MEA's Executive Director with various initiatives
- Coordinating of the MEA's training program, overseeing the development and delivery of new training courses, liaising, and recruiting new course facilitators.
- Recruiting members to participate on MEA committees
- Assisting in developing/updating the MEA's annual strategic and operational plans
- Creating content for and publishing the MEA's Quarterly Newsletter
- Managing the MEA's Volunteer Recognition and Awards Programs
- Other duties as assigned by the Board of Directors and Executive Director.

#### Qualifications

- P. Eng. or eligible for licensure by PEO (Engineering Intern)
- 2 years' related experience/background in municipal engineering
- Familiarity with Ontario Provincial Standards
- Experience/familiarity with websites, virtual meeting platforms, association databases, training programs, surveys and publishing software would be considered an asset.

#### Compensation:

- Salary: \$92,000 - \$102,000 per year
- Competitive Benefits Plan
- Pension Plan
- Vacation Entitlement
- Home office working arrangements.

Application Deadline:

- November 3, 2023

**Interested applicants are directed to submit a resume to the MEA's Executive Director via email at:**

[admin@municipalengineers.on.ca](mailto:admin@municipalengineers.on.ca)

Only those candidates selected for an interview will be contacted.