



External Posting

Position Title: Municipal Relations Specialist (Wireless Telecommunications) – (Full-time / Contract)

Reference Number: C-270-044

Department: Cost Consulting and Project Management

Location: Thunder Bay, Ontario and Winnipeg, Manitoba

Primary Objective:

Participate in the municipal and public consultation processes required for wireless telecommunications network site concurrence mandated by Industry Canada. Liaise with municipal staff and key political contacts, and members of the affected public in preparation for, and submission of all required applications and / or permit documents, as-built drawings and other relevant material. Undertake government (municipal/provincial/federal), and public relations including being a key contact for municipal provincial and federal government departments and organizations including Industry Canada and the CRTC. Organize, lead and host public open houses, community consultation and council meetings.

Date Position Available: ASAP

Key Responsibilities:

- Point of contact with Industry Canada for AGI team pertaining to all wireless site applications and issues
- Point of contact with the CRTC for AGI team pertaining to all telecommunications issues and research as it relates to AGI client requirements
- Adhere to the quality standards, processes and initiatives set by AGI team
- Liaison with local Municipalities, Land Use Authorities and Industry Canada
- Research, understand and adhere to local municipal consultation requirements, protocols and processes
- Ensure all Government approvals such as Transport Canada and NAV Canada clearances are secured
- Attend weekly Customer Production Meetings
- Manage required site Change Orders
- Interface with local Customer Real Estate or Municipal Manager(s)
- Document quality control management

- Responsible for end to end management of municipal concurrence process as associated with the requirement for construction implementation of wireless telecommunications sites
- Organize, lead and execute public consultation process – public meetings, open houses, municipal council meetings etc

Regular Work Hours:

- Typical office environment with little exposure to disagreeable elements
- Site visits and public meetings when and where required
- Normal physical activity such as periodic standing, walking, sitting and the use of basic motor skills. (Site visits may include roof-top access, climbing stairs and ladders etc...)
- High to Very High demands due to multiple projects and client driven deadlines
- Overtime required during peak times
- Periodic travel may be required

Behavioural Competencies Required:

- Focused on delivering high levels of quality with respect to work and service to clients (internal and external)
- Excellent communication skills – interpersonal, written & presentation
- Proficient in presentations to the public, municipal council and committees
- Demonstrated skills in client file management, planning and organization
- Ability to multi-task and meet tight deadlines
- Projects a professional image
- Good organizational skills – documentation
- Knowledge Base / Awareness / Understanding
- Expert organizational and process management
- Exceptional persuasion and negotiation
- Accomplished interpersonal skills
- Exceptional leadership, coaching, training and mentoring

Technical Competencies Required:

- Familiarity with local Property Owners and market conditions/demands
- Knowledge of local Telecom Policies and Industry Canada Guidelines
- Ability to successfully manage multiple projects
- Knowledge of Title and Corporate Registry Processes

Education/Professional Development/Work Experience Requirements:

- Bachelor Degree in Urban Land Planning / Economics
- Project Management Certification – an asset
- Familiar with site acquisition and municipal consultation for Wireless Network Deployment

Number Of Positions Available: (2)

Interested? Know Someone?

Enthusiastic individuals interested in applying for this position are encouraged to submit their resume and cover letter to Recruitment@altusgroup.com quoting REFERENCE NUMBER C-270-044.