



Employment Opportunity

Public Works Civil Engineering Technician

The Township of North Dundas is currently seeking to fill the position of full-time 2-year contract Civil Engineering Technician position with the Public Works Department.

Applicants must possess diploma or degree in Civil Engineering, with minimum 2-years of relevant experience and registered with OACETT or PEO. Township offer competitive compensation and benefit package.

To apply to become part of our team, please submit your resume and cover letter by 11:00 am Friday, July 8, 2022 to:

Khurram Tunio, Director of Public Works
Township of North Dundas
636 St. Lawrence St., P.O. Box 489
Winchester, ON, K0C 2K0
Fax: 613-774-5699
Email: careers@northdundas.com

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. A full job description follows below.

If you require this document or any other documents in an alternative format, please contact our office at (613) 774-2105. Should you require any special accommodations in order to apply or interview for the position with the Township of North Dundas, we will endeavour to make such accommodations. All applications will be held in strict confidence. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

TOWNSHIP OF NORTH DUNDAS

JOB DESCRIPTION

JOB TITLE: Civil Engineering Technician	LAST REVISION DATE: May 2022
REPORTS TO: Director, Public Works	APPROVED BY: Council Resolution #
WAGE GRID LEVEL: Grade 7	EFFECTIVE DATE: May 31, 2022

Position Summary:

Reporting to the Director of Public Works, the Civil Engineering Technician will assist the Director of Public Works with many aspects of the Department and be responsible for pre-engineering surveys, drafting/design, contract preparation and administration, construction inspection, and Asset Management / GPS data collection and reporting.

Qualifications:

- Diploma or degree in Civil Engineering Technician/Technologist; and registered with OACETT or registered as Engineer in Training with Professional Engineers of Ontario;
- Preferred to have minimum two (2) years' relevant experience including relevant co-op experience;
- Physical ability to perform various in-house and field tasks such as, road and bridge rehabilitation projects, designs, surveying, construction and maintenance.
- Familiar with water and sewer network design and analysis.
- Good written and oral communication skills.
- Knowledge and experience of GIS/GPS and Autocad drafting.
- Computer skills in all relevant technologies within Public Works.
- Valid Class "G" Driver's License.
- Use of a reliable vehicle.

Position Responsibilities:

1. Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts.
2. Prepare, engage in or facilitate engineering surveys, data collection, design drawings and construction layouts.
3. Prepare drawings, calculations, schedules and specifications for capital and maintenance works.

4. Engage in and facilitate the gathering and analysis of data required for Asset Management as per O.Reg. 588/17, including but not limited to Life Cycles, Risk Assessment, and Levels of Service.
5. Responsible for contract planning, tender preparation, construction inspections and progress documentation.
6. Prepare payment certificates, progress reports, work orders and project summaries.
7. Responsible for undertaking various water & wastewater capital projects through detailed design and construction phases. The position will assist in coordination among various consultants, contractors and stakeholders including performing field inspections, as required.
8. Review engineering submissions from consultants and expedite the approval process of developments.
9. Conduct reviews on behalf of the Ministry of Environment and Parks' requirements through Transfer of Review Program.
10. Undertake field data, research and report writing as part of warrants analysis for speed reductions, new stop signs, traffic calming measures, pedestrian crossings, etc.
11. Assist with the annual budget preparation and cost-effective analysis of improvements to various roads, culverts and bridges.
12. Undertake some in-house design for some roads and culverts, as required, using CAD and other software.
13. Other related assigned duties, as requested and required.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.