

JOB DESCRIPTION



Job Title	Engineering Technologist		
Reports To	Supervisor of Engineering	Job Grade	9
Department	Operations	Hours per Week	40
Location	Operations Building	Effective	June 22, 2022
EBG Employee:	Yes	Status	Full-Time

Job Summary

Under the direction of the Supervisor of Engineering, the Engineering Technologist is primarily responsible for managing and reviewing technical aspects of capital projects and subdivisions. The role also contributes to development processes, research, design, and review of Town projects, while considering financial, social and environmental performance and impacts. This includes duties such as report writing, project management, fieldwork, preparing presentations and reviewing applications.

Job Requirements

- Diploma or Degree in Civil or Construction Engineering or related field.
- Certified Engineering Technologist or Technician designation.
- Designation as a Certified Project Management Professional or equivalent designation/experience is an asset.
- Minimum three (3) years of experience, preferably in a municipal environment.
- Knowledge of AutoCAD and ArcGIS.
- Working knowledge of the development approval process.
- Understanding of planning, design, and construction of municipal infrastructure, including storm-water management.
- Ability to read engineering plans, schematics, field drawings, and plans.
- Knowledge of issues related to the environment and climate change.
- Knowledge of materials, methods, and tools for construction processes.
- Ability to deal with all levels of staff, government agencies and the public.
- Valid G driver's license.
- Ability to effectively communicate both verbally and in writing.
- Ability to respond quickly in a dynamic and changing environment.
- Ability to work individually as well as part of a team.

Job Duties

- Prepare engineering drawings, designs, specifications, project schedules and cost estimates.

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- Prepare project specifications and procurement documents (e.g., RFQ, RFT, RFP) for construction projects and supply of materials and services. Evaluate and award procurement contracts and write reports for Council.
- Perform pre-construction needs assessments and budgets and track costs; prepare payment certificates and release of securities/holdbacks; verify construction costs at project completion.
- Manage and monitor budgets and assign costs according to Corporate policies.
- Inspect projects and conduct site investigations related to construction, including topographic surveys, construction layouts, field reviews, and site plan developments.
- Maintain accurate records during construction and produce as-built plans.
- Coordinate municipal projects with consultants and contractors and resolve any conflicts and issues that may arise, including communicating with the public.
- Maintain and monitor the street lighting system, including ordering and maintaining inventory and documentation of work.
- Coordinate installation of utilities and secure and coordinate permits as required for projects.
- Cross-collaborate with other departments on and oversee the implementation of the Climate Change Adaptation Plan priorities.
- Participate as a staff representative on the Environmental Advisory Committee
- Provide technical advice and support related to environmental design standards and environmental policy and the resulting project and service outcomes
- Study new industry standards and innovative software opportunities.
- Review and prepare comments relating to legal survey plans, lot grading plans, and municipal infrastructure designs.
- Assist in the processing and tracking of subdivision and site plan applications.
- Attend, arrange, and/or facilitate Public Meetings and Open Houses as required.
- Review and comment on Site Plans and Subdivisions relating to grading, servicing requirements and security deposits; review the wording of draft agreements; Recommend the release of securities and acceptance of works.
- Prepare comments relating to Land Division and Minor Variance applications and comment on proposed zoning and Official Plan Amendments, Niagara Escarpment Commission Development permits.
- Contribute to the preparation of annual budgets and activity schedules.
- Attend department and agency meetings and provide meeting summaries to the Supervisor of Engineering.
- Prepare reports and recommendations for Council and Committee meetings as required; attend meetings as required.
- Ensure the highest standards of confidentiality and integrity at all times.
- Adhere to, support, promote and ensure that the team adheres to all Town policies and procedures, regulations, and other related guidelines.
- At all times, work in a safe manner, promoting health and safety and in compliance with the Occupational Health & Safety Act.
- Attend regular team meetings and encourage team building.
- Review new policies and procedures and make recommendations.



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- Perform other duties as assigned by the Supervisor of Engineering or Manager of Public Works.

Competencies

- Attention to Detail – Attends to details and pursues quality in accomplishing tasks, regardless of the volume of duties encountered.
- Commitment to Health and Safety – Works in compliance with all applicable health and safety legislation and established policies and procedures.
- Cooperation – Works with others to prevent conflict and share resources to encourage symbiotic relationships within the organization.
- Economical – Ensures work is complete in a way that is conscientious of resources.
- Ownership – Takes pride in the work that is accomplished and understands the function of tasks within the larger picture of the organization. Ensures deadlines are met and work is completed correctly.
- Problem Solving – Able to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships to solve them. Use logic and analytical methods to come to realistic solutions.
- Teamwork – Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.
- Time Management – Balances a myriad of tasks; prioritizes duties as needed.

Reviewed By: Name and Title	Kevin Turcotte, Acting Director of Operations		
Signature:		Date Reviewed:	June 21, 2022
Approved By: Name and Title	Marnie Cluckie, CAO		
Signature:		Date Approved:	June 22, 2022
<p>The above description reflects the general details considered necessary to describe the principal functions and duties required for proper evaluation of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and, when applicable, in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.</p>			