



The Town of Greater Napanee is seeking interested candidates for the position of Civil Engineering Technologist. Please forward a detailed resume and cover letter marked File #11-2023 – Civil Engineering Technologist to: hr@greaternapanee.com. Applications will be received until January 31, 2023.

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Only those candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for candidate selection.

Job Description

Position Title:	Civil Engineering Technologist
Department:	Public Works
Division:	Infrastructure Services
Reports to:	Director of Capital Works
Location:	99 Advance Ave
Eligible for Remote work:	Limited
Classification:	General Non-union Staff
Grade / Pay Rate:	
Hours Per Week:	35 Hours

Job Summary

Reporting directly to the Director of Capital Construction, the Civil Engineering Technologist is responsible for providing engineering and technical support with respect to the design, construction, operation, maintenance and rehabilitation of various types of infrastructure under the Public Works Department’s authority. This includes assets associated with storm water collection, storm water management, water distribution, wastewater collection, and transportation. The position also provides engineering and technical support with respect to development applications, utility consent applications, etc.

Duties and Responsibilities

1. Engineering and Technical Support (95%)

- 1.1. Applies engineering principles, technical knowledge and skills with respect to the administration of various programs under the authority of the Engineering division; programs may include, but are not necessarily limited to:
 - Road condition assessments and road resurfacing.
 - Bridge and culvert condition assessments, rehabilitation and replacement.

- Traffic signage and pavement markings.
 - Sidewalk condition assessments and rehabilitation.
 - Streetlight maintenance, repairs and replacements.
 - Entrance permits.
 - Utility consent applications.
 - Sewer condition assessments, rehabilitation and replacement.
 - Storm water management pond maintenance and rehabilitation.
 - Municipal drains.
 - Site alterations permits.
 - Shoreline protection.
 - Watermain rehabilitation and replacement.
 - Water and wastewater system modeling.
 - Water, wastewater, storm water service permits.
 - General asset data collection, maintenance and analysis.
 - Development applications.
 - Development deficiencies, certification and assumption.
 - Site/lot grading.
- 1.2 Reviews or prepares various civil engineering related technical documents (e.g. reports, drawings, specifications, cost estimates, agreements, requests for proposal, etc.) while ensuring compliance with town standards, policies and by-laws and industry standards and best practices.
 - 1.3 Performs various field operations (e.g. inspections, investigations, topographic surveys, data collection, etc.) and provides analysis towards safety and performance in relation to town standards, policies and by-laws and industry standards and best practices.
 - 1.4 Attends site meetings with consultants, contractors, utilities and members of the public to communicate issues, work progress, etc.
 - 1.5 Reviews change orders, payment certificates, invoices, etc. and makes recommendations to their supervisor regarding payment.
 - 1.6 Prepare work orders relating to municipal infrastructure (e.g. bridges, culverts, road surfaces, drainage outlets, etc.) for assignment to the Operations Division and provide technical guidance and direction as may be required.
 - 1.7 Manages various civil engineering related software and databases, providing data entry, manipulation and analysis.
 - 1.8 Prepares drawings, pictures, maps, charts, spreadsheets and various types of presentation materials using Microsoft Office Suite products, AutoCAD and ArcGIS.
 - 1.9 Receives and answers technical and policy related inquiries and/or liaises with the public, developers, contractors, consultants, utilities, municipal and other government agencies.

2. Other (5%)

- 2.1. Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 2.2. Other related duties, as assigned.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Minimum Qualifications

Education

- Post-Secondary advanced diploma in Civil Engineering Technology.

License, Registration and Training

- Membership with the Ontario Association of Civil Engineering Technologists and Technicians (OACETT)
- Valid and unrestricted Class “G” driver’s licence with access to reliable transportation and be able to travel to various work locations across the Town.

Experience

- Three (3) years of recent related experience in civil engineering.

Consideration will be to candidates with an equivalent combination of education and experience as described in the cover letter and resume.

Preferred Qualifications

License, Registration and Training

- Registered Certified Engineering Technologist (C.E.T).
- OGRA Municipal Infrastructure Training Program.
- Municipal Drainage Superintendent Course.
- OTM Book 7 – Traffic Control
- Confined Space Entry
- Trenching and Shoring
- First Aid and CPR

Experience

- Five (5) years of recent related experience in civil engineering in a municipal setting.

Skills and Abilities

- Working knowledge of relevant statutes, regulations, policy statements, processes, by-laws, and best practices applicable to water and wastewater, engineering, roads and transportation.
- Knowledge of occupational hazards pertaining to public works maintenance, engineering and construction work and of effective safety control and precautionary methods.
- Analyze and solve complex problems, recommend innovative and practical solutions, and mediate conflicting interests.
- Demonstrate ethical conduct, political sensitivity, discretion, integrity, and reliability.
- Listen, engage and interact skillfully and professionally with customers, developers, stakeholders and the public.
- Demonstrated experience with sewer and water system modeling software and principles.
- Proficient with Microsoft Office Suite (Word, Outlook, Excel, Access, etc.).
- Proficient with AutoCAD and ArcGIS or similar types of software.
- Proficient with surveying equipment.
- Good understanding of construction documents, drawings, and specifications.
- Good organizational skills.