

Temporary Operations Technologist - Permits and Inspections (2 positions – 24 months in duration)

Reporting to the Supervisor of Technical Services and Maintenance Contracts, the Operations Technologist – Permits and Inspections is responsible to support a wide range of technical services relating to municipal permits and inspections. Specifically, this position is responsible to administer the Road Occupancy Permit Process, manage and administer Municipal Consent applications, conduct Right of Way inspections for Road Occupancy applications and permits, inspect contractors and report deficiencies, site safety, and traffic control related to Road Occupancy permit approvals/conditions. This position is hybrid between in field and administrative support required.

Key Duties

- Manage and administer Municipal Consent applications. This includes:
 - reviewing Municipal Consent applications
 - circulating Municipal Consent applications to the Technical Review Team for review and comments
 - compiling comments on Municipal Consent applications and sending to the Municipal Consent Applicant
 - following up on Municipal Consent review timelines
 - issuing Municipal Consent approvals
- Administer the Road Occupancy Permit System. This includes:
 - reviewing Road Occupancy Permit applications and issuing Road Occupancy Permits
 - coordinating permit issuance between stakeholders to mitigate work zone conflicts
 - recording applications and permits within the internal AMANDA software
 - filing and maintaining records for various deficiencies, hazards, inspection cycles
- Read and provide comments on engineering technical drawings.
- Perform pre and post inspections. This includes:
 - taking pictures and filing
 - communicating with Road Occupancy Permit holders regarding deficiencies and restoration
- Work collaboratively with utility companies and stakeholders and their respective contractors and other Town departments.
- Make informed decisions such as right of way and infrastructure deficiencies and restorations as per Town standards.
- Mitigate problems and discrepancies with stakeholders by clearly spelling the Town's standards and expectations.
- Ensure all permits are executed in accordance with Town standards to ensure municipal assets are protected, mitigating against future replacement/repair costs as a result of poor workmanship or completing work not in accordance with Town standards.
- Ensure work is completed in accordance with Town standards to ensure public safety.
- Ensure permit fees are appropriately calculated and submitted in accordance with Town's Fee By-law.

- Proactively identify and report violations of the Town of Ajax By-laws that impact the Town's right of way.
- Other duties and responsibilities as may be assigned from time to time.

Qualifications/Skills

- **Education/Experience:** 3 year college diploma in Civil Engineering Technology with four (4) years of relevant Civil Engineering experience or a combination of education, training and relevant work experience deemed equivalent.
- **Professional Designations:** Certified Engineering Technologist (C.E.T.) designation from the Ontario of Certified Engineering Technicians and Technologists (OACETT).
- **Technical Experience:** Progressive experience in roadway construction techniques, roadway inspection and roadway maintenance and corridor permitting processes; Road Occupancy, Municipal Consents, Right-Of-Way inspections experience. An equivalent of roadway corridor oversight experience may be considered. Excellent ability to read and provide comments on engineered drawings.
- **Legislation:** Understanding of the Highway Traffic Act (Book 7), Ontario Municipal Act, Minimum Maintenance Standards and the Occupational Health and Safety Act (OHSA).
- **Communication Skills:** Effective communication skills (both verbal and written).
- **Customer Service:** Exceptional customer service skills, with the proven ability to resolve conflict.
- **Interpersonal Skills:** Excellent interpersonal skills with ability to establish and maintain effective working relationships with various internal/external stakeholders, various contractors and utility companies.
- **Organization Skills:** Superior organization, time management and planning skills and the ability to work with minimal supervision.
- **Other Related Qualifications:** Certified CPR (Level A) and Emergency First Aid. Strong computer skills relating to Microsoft Word, Excel, as well as an understanding other specialized software application (i.e., CityWorks, AMANDA). Valid Ontario Class "G" Driver's License in good standing. Ability to provide a current criminal record check that is satisfactory to the Town, upon being hired.

What is offered to staff

- **Rate of Pay:** \$38.28 per hour
- **Hours of Work:** This 24-month temporary position is a non-union position that works a 40 hour work week. The hours of work are 7:30 a.m. - 4:00 p.m. Monday to Friday.
- **Benefits:** The Town offers temporary staff a benefit package with health, dental and vision coverage; Employee & Family Assistance Program; Health & Wellness Program, and a defined pension plan (OMERS pension – eligibility is based on the Pension Benefits Act).

How to Apply

To apply for this exciting opportunity, please go to the Town of Ajax website at www.ajax.ca/careers. This position is open until filled.

All Town of Ajax employees are required to be fully vaccinated against COVID-19; proof of vaccination status will be requested as a condition of employment upon hire. Medical exemptions or any other kind of requested exemption based upon the Town's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

Equal Opportunity Employer

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.