



Position Synopsis and Purpose

As a member of the Infrastructure and Operations (I&O) team, the Engineering Technologist reports to the Director of Infrastructure and Operations. The Engineering Technologist is responsible for technical review, problem solving and support for the planning, design, construction, operation, and maintenance the Municipality's infrastructure systems, including but not limited to roads and transportation; water distribution and servicing; sanitary sewers; wastewater treatment; storm sewers; drainage; utilities; etc.

The Engineering Technologist is responsible for supporting the Infrastructure and Operations Department in a wide range of tasks, projects and initiatives. This includes working through design and construction of capital infrastructure projects, as well as supporting team with engineering reports and studies. The Engineering Technologist must communicate effectively with contractors, consultants, internal staff and the public, and must provide a high level of service and professionalism in resolving problems, complaints and concerns.

The Engineering Technologist champions use of the Municipality's computerized maintenance management software and asset management systems and provides technical support for operations staff and other internal staff.

The Engineering Technologist provides technical review and comments for development applications.



Responsibilities

- Provides project management support for capital construction projects, including but not limited to attending meetings, site inspections, problem solving, communications, documenting deficiencies, review payment certificates and resolving disputes.
- Develops designs, scopes of work, cost estimates, engineering drawings, contract documents and tender documents for in-house projects.
- Reviews, investigates, and negotiates to resolve issues, disputes and financial claims with the public, third parties, contractors and consultants.
- Reviews and approves permits for work on municipal road allowances, including drawing review; coordination with third parties and utilities; post-construction inspection and release of deposit.

- Completes data collection, background review, site visits and surveys to support various engineering investigations related to municipal infrastructure.
- Participates in infrastructure planning studies to identify community transportation, water, wastewater, and stormwater infrastructure needs.
- Assists with creation of maintenance standards for municipal works.
- Assists the Public Works Division with engineering and technical support for various operations, maintenance and construction projects.
- Supports tracking and data collection for road, culvert, sidewalk, water, wastewater, and stormwater infrastructure inventories.
- Receives, documents, and investigates resident complaints and/or concerns, and resolves deficiencies in municipal infrastructure as required.
- Reviews development applications and associated engineering drawings, reports and studies, and provides review comments to planning staff in a timely manner; coordinates third party peer review with engineering consultants as required; coordinates drafting of development agreements with legal staff; monitors construction progress and ensures quality of construction materials and methods; collects and retains as-constructed drawings and reports.
- Adds record drawings and asset management information into the Municipality's GIS system and coordinates with Middlesex County to update GIS data regularly.
- Operate a variety of engineering and survey equipment (survey level, GPS, etc.) to assist in pre-engineering data collection, topographic survey, material/quantity estimates, etc.
- Coordinates testing of construction materials to verify compliance with applicable quality standards.
- Effectively communicates engineering information to engineering consultants, Council, staff and the public.
- Conducts research on standards, guidelines, best practices, etc., as directed.
- Drafts, distributes and finalizes meeting minutes for meetings, as required.
- Completes water meter reads, as required.
- Other duties as assigned.

This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job in each of the respective departments. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual.

*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.



Preferred Qualifications

Education (degree/diploma/certifications)

- Successful completion of a three (3) year community college diploma in Civil Engineering Technology, Environmental Engineering Technology, Construction Engineering Technology, or equivalent education.
- Certified or eligible for certification as a Certified Engineering Technologist (C.E.T.) by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).

Experience

- A minimum of three (3) years of previous municipal/civil engineering experience.

Knowledge/Skill/Ability

- Technical knowledge of municipal infrastructure systems, including transportation, water distribution, wastewater collection and treatment and stormwater management.
- Knowledge of infrastructure planning, engineering design, project management and construction.
- A thorough knowledge of municipal engineering practices and procedures.
- Experience with contract documents and requests for tenders/quotations/proposals.
- Computer experience with Microsoft Office products, asset management software and computerized maintenance management software, such as Citywide.
- Knowledge of the provisions of the Occupational Health and Safety Act, including WHMIS.

Must possess and maintain a valid Class “G” driver’s license and provide a satisfactory Driver’s Abstract.




Work Setting

Work Conditions

- Minimum 35 hours per week during regular office working hours.
- Required to interact politely and professionally with the public.
- Frequent site inspections and exposure to outside weather conditions in all seasons.

- Potential for exposure to typical construction hazards.
- Frequent work on construction sites with varying disagreeable elements such as uneven ground conditions, inclement weather, dust, noise, and odours.
- This position may be required to work extended hours as necessary including occasional attendance at Council and Committee meetings.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.



Position Classification

Position Title	Engineering Technologist
Division	Infrastructure and Operations
Department	Water/Sewer
Classification	Union
Reports to (Direct)	Director of Infrastructure and Operations
Hours per Week	35
Effective Date	January 2023
Revision Date	August 2024