

**County of Lambton  
Position Description**

**Position Title:** Construction Technician Level III

**Division:** Infrastructure & Development Services

**Group:** Unifor 2003E

**Immediate Supervisor:** Construction Supervisor

**Position Summary**

Reporting to the Construction Supervisor, the Construction Technician shall supervise and inspect the construction of all departmental capital projects pertaining to road construction/rehabilitation, bridge and culvert replacement/rehabilitation, and roadway preventative maintenance projects utilizing contractors and consultants in a manner that ensures all activities are completed to the County's requirements in an efficient and cost-effective manner. Where and when required, the Construction Technician Level III acts in a lead hand capacity to oversee and assist with the work of the Construction Technician Level I and Level II staff ensuring effective operations.

**Job Duties and Responsibilities**

**Duties:**

- Supervise and inspect the construction of all departmental capital projects pertaining to road construction and rehabilitation, bridge and culvert replacement and rehabilitation, and roadway preventative maintenance projects including the following project activities:
  - Provide on-site project inspection and supervision including incorporating design changes as necessitated through construction ensuring that all work is constructed in accordance with the plans and specifications, industry standards, federal/provincial regulations, and to the County's requirements.
  - Perform various project management/administration tasks for assigned projects including arranging preconstruction meetings, approval of payment certificates, change orders, quality assurance and quality control, record management, itemizing deficiencies, and recommending acceptance of the work.
  - Provide survey control (grade, alignment, etc.) for the project as required to ensure work is performed within acceptable tolerances and to established County standards.
  - Maintain good relations with all those affected by construction, including property owners, utility companies, municipalities, agencies, and the general public.
- Assist in the preparation of departmental requests (tender, proposal, and quotation) for services, materials, and equipment for the completion of assigned tasks

- Assist other Public Works staff in the analysis and assessment of department infrastructure (roadways, culverts, drainage, etc.) to identify maintenance and repair needs, establish deficiencies, and prioritize work plans
- Assist in pre-engineering activities associated with current and future capital projects including all activities associated with the preparation of accurate construction plans, profiles, and cross-sections. Activities include completing pre-construction surveys, locating utilities, project design and drafting, and creating as-constructed plans
- Utilize computer aided design and drafting software (AutoCAD) to carry out design and drafting to create detailed engineering plans and profiles for roadwork, bridges and culverts, drainage in accordance with industry design standards and specifications (MTO / TAC Geometric Design guidelines, OPSS, OPSD, etc.)
- Utilize total station survey equipment and data collector in the establishment of horizontal and vertical control points and lines, topographic surveys, drainage surveys, and all other necessary surveys required to aid in the design of roads, bridges and culverts, and landfill development to create detailed drawings showing existing features and topography, as-constructed plans, etc.
- Ensure that all safety procedures are followed in road activities (construction, drainage, utility work) ensuring compliance with County policy and procedures, departmental procedures, the Occupational Health & Safety Act, and applicable regulations
- Respond to public complaints and requests, suggesting corrective action if warranted and if not; explain the County's position and relevant policy
- Work with the Construction Supervisor and other staff to ensure optimal utilization of staff and resources
- Assist the Construction Supervisor with approvals for the placement of public utilities (telephone, hydro, natural gas, cable television, etc.), municipal services (water, sewer, etc.), and private plant (pipelines, etc.) within the County's road allowance. Includes meetings, periodic inspections, and documentation of deficiencies
- Assist in traffic counting operations on the County Road Network and compilation of data (historical, current, trends analysis, etc.)

**General:**

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

## Supervision Requirements

**Direct Supervision:** Not applicable

**Indirect Supervision:** Not applicable

**Functional Authority:** Construction Technician Level I, Construction Technician Level II, Summer Students, Contractor personnel

## Credentials Required

### **Minimum Formal Education**

- Civil Engineering Technologist diploma from an accredited post-secondary school institution in a related field necessary to successfully fulfill the requirements of the position
- Must be eligible to become Certified Engineering Technologist OACETT Member (C.E.T. Minimum)

### **Experience**

- Minimum of three (3) to five (5) years' related work experience
- Related work experience to include demonstrated competencies in construction inspection (roads, structures, drainage, etc.), project management, surveying, CADD drafting, and municipal design
- Strong capital, project management skills, cost estimating experience, and related technical experience/expertise
- General understanding of relevant federal, provincial, and municipal legislation and regulations relating to the scope of services provided by the department including transportation, environment, labour, occupational health and safety, etc.
- Highly developed oral and written communications, analytical and problem-solving skills to deal effectively with staff, the general public, contractors, and consultants

A valid Ontario Driver's Licence and use of a vehicle.

Please apply at [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and search for posting #J1122-0779.  
Posting closes at midnight December 2, 2022.