

Operations Technologist

 (Job ID#2022.192)

Department: Operations and Infrastructure

Division: Road Operations and Fleet

Location: Belhaven Road Yard

Status: Permanent Full Time

Hours of Work: 40 per week

Number of Positions: 1

Wage Range: $37.39 to $41.54/hour

Date Posted: November 21, 2022

Date Closing: December 5, 2022

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.​

**Position Purpose**

Responsible for performing a variety of duties related to road operations and right-of-way (ROW) management including; analysis and development of traffic studies; development of contracts to support road maintenance and construction activities; traffic control and traffic operations analysis; administration of minor capital projects; administration of operational contracts related to road and ROW operations; and technical review of Road Occupancy Permits, Entrance Permits and other Departmental Approvals. This position is responsible for supporting compliance with Regulation 239/02 *Minimum Maintenance Standards*, the *Highway Traffic Act*, the application of the Ontario Traffic Manual; and other Town policies, standards and procedures as applicable.. ***For full details, please see attached job description.***

**Minimum Qualifications**

* Post-secondary degree or diploma in Civil Engineering or Transportation Engineering from an accredited College or University
* Certified Engineering Technologist C.E.T. designation or E.I.T. considered an asset
* Minimum three (3) years previous related experience in road operations and/or road construction, preferably in a municipal environment

***For full details, please see attached job description***

**How to apply**

Qualified applicants are invited to submit their online application, including their resume and cover letter by visiting our website through the following link <https://www.georgina.ca/municipal-government/careers/current-opportunities> and selecting the 'Apply for this Job" feature Please apply no later than 11:59 pm on the closing date and be sure to include the **Job Title** and **Job ID#.** Please be advised the assessment process may include a practical test and interview.

Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

***Please note that the Town requires that all newly hired employees be fully vaccinated against COVID-19 as a condition of employment and provide proof of full vaccination, or provide proof of a bona fide human rights based or medical exemption on a form issued from and approved by the Town.***

We thank all candidates for their interest, however only those being considered will be contacted.

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 (905) 476-4301*

**JOB DESCRIPTION**

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| **Title:**  | Operations Technologist  | **Position #:** | 97 |
| **Department:** | Operations and Infrastructure | **Division:** | Road Operations |
| **Date Created:** | March 1, 2020 | **Revision Date:** | October 13, 2022August 4, 2021 |
| **Reports To:** | Manager, Operations | **Job Grade:** | 14 |
| **Direct Reports:** | None |
| **Indirect Reports:** | Temporary staff, engineering students, contractors |
| **Employee Group:** | CUPE 905.03 |

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| **Position Summary** |
| Responsible for performing a variety of duties related to road operations and right-of-way (ROW) management including; analysis and development of traffic studies; development of contracts to support road maintenance and construction activities; traffic control and traffic operations analysis; administration of minor capital projects; administration of operational contracts related to road and ROW operations; and technical review of Road Occupancy Permits, Entrance Permits and other Departmental Approvals. This position is responsible for supporting compliance with Regulation 239/02 *Minimum Maintenance Standards*, the *Highway Traffic Act*, the application of the Ontario Traffic Manual; and other Town policies, standards and procedures as applicable.  |
| **Responsibilities** |
| * Develop, deliver, analyze and make recommendations related to traffic safety and associated studies to improve traffic flow, address speed, volume, or parking concerns, and to ensure public safety is maintained at all times
* Undertake data collection and analysis for roads maintenance activities and prepare recommendations for senior staff on operational practices
* Undertake traffic control and parking studies and prepares recommendations and reports for Town Council
* Inspect ROW assets and compile defect lists for maintenance programs (e.g. sidewalk trip hazard reduction, ditching, culverts, streetlights and traffic control signage) to ensure safe passage to vehicular and pedestrian traffic
* Undertake topographical survey of Town lands using total station and GPS survey equipment, and design layouts for implementation, including drainage, site plan, intersection, construction or grading plans
* Update by-laws and drafts council reports regularly
* Assist in the annual budgeting process including monitoring and managing operational and capital budgets for contracted services for the Division
* Develop requests for proposals, tenders and technical specifications for contracted and consulting services related to road operations, geotechnical, and construction projects
* Accountable for all financial and operational deliverables associated with contracts including project budgets, estimates, meetings, documentation, deliverables, field-oversight, and contract close out, according to the provisions of contract
* Ensure all Town standards and provincial standards are met at all times, in-line with the needs of the Town
* Leverage industry standards, knowledge and experience to provide solutions of repair or replacement on various municipal infrastructure types
* Provide staff resources and technical support to various Advisory Committees of Council.
* Participate in Technical Committees formed by the Regional Municipality of York, local municipalities and other external agencies
* Provide customer service and respond to technical inquiries from the public and external stakeholders an agencies related to road operations and Town ROW assets
* Prepare presentation materials for, and attend meetings with the public as a representative of the Town; present information on Departmental functions and capital projects
* Prepare written communication, newsletters, information articles and website content, in draft format, for use by Corporate Communications and senior management with respect to departmental business plans and operations.
* Provide support, in-field and in-office, to the division Manager as required
* Manage the work order system as assigned
* Provide technical review and comment on land development applications with respect to road operations and other Departmental interests
* Review, approve and administer permits for Road Occupancy, Road Closures, Special Events, Entrance Applications, and other related Town approvals administered by the Department
* Ensures that all work designed and delivered holds public safety (vehicular and pedestrian traffic) as a first priority
* Participates in the Town’s Health & Safety Program; complies with the Occupational Health and Safety Act, other applicable legislation and best practices
* Maintain knowledge of and adhere to all Town of Georgina Policies and Procedures
* Participate in ongoing training and development and ensures all mandatory requirements are met and maintained

Supporting Function for Asset Management:* Compile research on asset ownership, including ownership of municipal lands from available data sources.
* Analyze data pertaining to assets (condition, criticality, age) to plan for future operations, growth, renewal and replacement and coordinates with Asset Management
* Research, identify and implement industry best practices, relevant technologies, trends and developments with a focus on making recommendations to improve asset management processes/practices

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.  |
| **Minimum Qualifications** |
| **Education and Training*** Post-secondary degree or diploma in Civil Engineering or Transportation Engineering from an accredited College or University
* Certified Engineering Technologist C.E.T. designation or E.I.T. considered an asset

**Experience*** Minimum three (3) years previous related experience in road operations and/or road construction, preferably in a municipal environment
* Up to one (1) year on the job for the period of adjustment, orientation, and adaptation

**Knowledge*** Knowledge of traffic operations, traffic control and design, and parking control and by-laws
* Knowledge of linear infrastructure construction specifications and contract administration practices

**Competencies*** Demonstrated ability to effectively use GIS software and Computer Aided Design Software (ArcMap and AutoCAD)
* Database management
* Strong verbal and written communication skills
* Demonstrated ability to use engineering surveying equipment
* Computer proficiency including MS Office Suite
* Exceptional customer service skills, including the ability to communicate effectively with the public

**Physical Demands and Working Conditions*** Normal office conditions and in-field work
* Ability to work in all weather conditions inside and outside of normal business hours
* May be required to work evenings or weekends to attend meetings
* Ability to carry and operate equipment including traffic counters, survey equipment and tools as required
* Valid class ‘G’ Driver’s license
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