

Clarington

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

The Corporation of the Municipality of Clarington Public Works Department requires a Operations Technician I

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

Reporting to the Parks & Property Supervisor, the Operations Technician I position is responsible for the administration of various contracted services relating to infrastructure maintenance. The primary duties of the position includes the oversight and inspection of work performed by outside contractors to ensure services are completed on-time and within specifications.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Monitoring the work of contractors and to ensure that the delivery of maintenance is satisfactory. Programs include the senior's snow clearing, sidewalk snow clearing, streetlight maintenance, boulevard maintenance, grass cutting, park washrooms, portable toilets and graffiti contracts.
- Coordinating the setup and inspection of the outdoor skating rink program.
- Conducting sidewalk patrol inspections for winter control and document findings.

- Collecting and maintain inventories for service levels and analyze the data to report on performance metrics.
- Assisting in the development of maintenance standards, specifications and procedures following Municipal bylaws, policies and procedures and both Federal and Provincial legislation.
- Liaising with the Region of Durham on special waste events and participate in their setup and operation.
- Ensuring job related health and safety and municipal policies and procedures are adhered to.
- Assisting with the preparation of specifications, contract tenders and quotations and coordinate the approval of invoices for payment.
- Conducting general investigations in response to complaints and inquiries from the public, other Municipal Departments and Council in an efficient and professional manner.
- Providing winter maintenance activities as assigned that may include machine operation.
- Performing other duties as assigned.

Qualifications

The successful candidate will possess:

- Two-year Civil Engineering Diploma with a certified designation through OACETT.
- Minimum two years' experience in a municipal operations environment with proficiency in service maintenance contracts and the application of Minimum Maintenance Standards.
- Working Knowledge of Highway Traffic Act, Occupational Health and Safety Act and other municipal and provincial legislation and the process of implementation to ensure safety and environmental protection.
- Knowledge of and ability to interpret municipal bylaws.
- Must have excellent communication skills in order to assist with preparation of memos, reports to Council and comments or letters to maintain accurate records.
- Strong interpersonal skills to deal effectively with the public, colleagues, other government agencies, consultants, contractors and other stakeholders.
- Strong computer skills related to Microsoft Office Suite and proficiency related to software and techniques applicable to project management and AUTOCAD.
- Requires excellent organizational and planning skills to effectively carry out contract related activities.
- Knowledge of municipal procurement policies and practices.
- A valid DZ license with prior experience operating a combination snowplow unit will be considered an asset.
- Must be legally able to work in Canada.

What we offer you

- Salary: \$61,506 - \$76,149 - Code 5 of the 2023 Outside Collective Agreement.
- Hours of work: 40 hours per week including evenings, weekends and holidays.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Additional information and requirements

Public Works Employees are subject to standby, on call duty and may be required to work out of any Public Works location depending on work schedules and staff requirements. Employees hired externally or from another Department will be scheduled into shifts Monday through Sunday.

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense:

- 1) A current Driver's Abstract and proof of a valid Ontario Driver's License Class "DZ".
- 2) Proof of valid First Aid and WHMIS Training Certificate.
- 3) A current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **Thursday, November 30, 2023 at 4:00 p.m.**

This job competition number is **File # 153-23**.

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.