

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

**CIVIL ENGINEERING TECHNOLOGIST – OPERATIONS**  
**Permanent Full Time**

<b>JOB ID:</b> C15-24	<b>LOCATION:</b> Remote & 365666 Hwy 10, Mono, ON
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on February 13, 2024

Reporting to the Assistant Manager of Operations, this position provides support to Operations Supervisors and Management with respect to effective and efficient use of staff, equipment, and materials. This position assists in the coordination of the planning, administration, approval, implementation, and maintenance of various long-range plans, technical studies, designs, and agreements relating to roadway maintenance, operations, and fleet management. This individual will participate in the development of standards, operating procedures, maintenance work schedules and software applications. They will coordinate contracts related to maintenance activities and support all technical elements of the winter maintenance program.

**What we can offer YOU!**

- A competitive salary ranging between \$42.97-50.26 (hourly) or \$89,378 - \$104,541(annually) based on 40 hrs/week
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you'll do**

- Operational Activities
  - Respond to public service requests
  - Provide technical support to Operations Equipment Operators, Supervisors, and Management
  - Review hardware requirements and make recommendations regarding upgrades/purchases
  - Monitor and evaluate programs to identify opportunities for improvement
  - Stay informed of emerging technologies related to road maintenance activities
- Fleet Management
  - Gather and document yearly equipment usage and optimization data, make recommendations on efficiency, replacement schedules and departmental needs
  - Update and maintain the fleet registry database
  - Provide Automatic Vehicle Location (AVL) training to new users and manage user profiles
- Winter Maintenance
  - Assist with monitoring level of service compliance including record keeping, response times, weather records, weather monitoring and patrolling frequency
  - Perform analysis and provide recommendations on material usage in salt vulnerable areas
- Asset & Risk Management
  - Perform asset inspections and provide recommendations on repair techniques and maintenance prioritization
  - Research, investigate and provide documents related to claims for loss.
- Project Management
  - Prepare project proposals, cost estimates, and engineering plans and specifications
  - Oversee, inspect, and approve maintenance work and payment
- Leadership
  - Provide direction to contractors, consultants, and staff on maintenance-related work

- Provide supervision on maintenance projects

### **What you'll bring**

- College diploma in Civil Engineering or a closely related field.
- A minimum of five (5) years experience in transportation, municipal operations, and project coordination, including detailed knowledge of provincial standards, legislation, and regulations applicable to a municipal environment.
- Must have or be in the process of obtaining, and be able to maintain membership in the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) in Civil Engineering Technology as a Certified Engineering Technologist (C.E.T.)
- Certified Roads Supervisor Designation (C.R.S.) or pursuing certification.
- Knowledge of Ontario Provincial Standards Specifications and Drawings, Ontario Traffic Manual, Ontario Highway Traffic Act, Regional and Municipal By-laws and policies.
- Excellent computer proficiency in AutoCAD, GIS, MS Office, and other related software.
- Valid Class G driver's license and access to reliable transportation required.

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

### **Ready to apply?**

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by February 27, 2024. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

