



**Employment Opportunity**  
**Permanent Full-Time Employment Opportunity**  
**Public Works Technologist**  
**(C.U.P.E. Local 1785-01)**  
**Public Works and Infrastructure Services**

Rate: \$37.87 (35 hours per week)  
(\$35.87 probationary rate for 6 months)

The Township of Scugog is seeking a highly motivated and energetic individual to fill our Public Works Technologist position. Reporting to the Manager of Capital Projects, the incumbent will provide project management and technical engineering support.

**MAJOR RESPONSIBILITIES**

1. Review and approve Road Occupancy Permits, Municipal Consent applications, Entrance Permits and Municipal Access Agreements.
2. Respond to requests from Ontario 1 Call for utility locates.
3. Plan, coordinate and manage maintenance projects from conception through completion of construction.
4. Prepare terms of reference, requests for proposal and tender documents for maintenance projects and analyze submissions.
5. Inspect maintenance projects, provide contract administration services and address construction issues as they arise.
6. Maintain and update inventory of municipal infrastructure for asset management plan and GIS mapping of assets.
7. Prepare and update annual asset management plans.
8. Investigate and record all issues reported by Council, staff, residents and agencies and where feasible, ensure corrective action.
9. Administer traffic studies, compile and analyze data and prepare recommended actions.
10. Respond to customer requests and providing technical guidance relating to the existing infrastructure.
11. Review engineering and development submissions to ensure compliance with applicable Township standards, criteria, policies, and plans.
12. Assist the Director/ Manager by investigating and preparing estimates for review and participating in special project assignments that will support effective decision making in the resolution of financial and operational issues.
13. Investigate, analyze, review and address inquiries regarding engineering issues for residents, businesses, applicants, consultants and outside agencies.
14. Represent the Public Works and Infrastructure Services Department at meetings, internal and external committees.
15. Prepare reports and presentations for Council and Committee.
16. Assist in the preparation of the annual operating and capital budgets.
17. Undertake responsibilities of the Capital Projects Technologist, as needed.

## **QUALIFICATIONS:**

- A three year college diploma in Engineering Technology
- Certified Engineering Technology (CET) designation with The Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or working towards a designation
- A minimum of five years of experience in permit review, engineering design review, site inspections and customer service
- Equivalent combination of education and experience may be considered
- A valid Ontario Class G driver's license, with a clean driver's abstract and access to a reliable vehicle for business purposes
- Municipal experience is considered an asset

## **SKILLS AND COMPETENCIES REQUIRED:**

- Advanced computer application skills in GIS, Excel, Word, PowerPoint and AutoCAD
- Excellent research, analytical and mathematical skills
- Excellent communication skills, both written and verbal
- Capable of working under pressure and handling multiple concurrent projects, establishing priorities and meeting changing deadlines
- Ability to work independently with minimal supervision
- Flexibility to work beyond normal hours of work including evenings for Council and Committee meetings and when workload dictates
- Strong planning, time management and problem-solving skills
- Knowledge of Occupational Health and Safety Act and Regulations, Ontario Provincial Standard Specifications and Drawings, Ontario Highway Traffic Act, Accessibility for Ontarians with Disability Act, O.Reg. 588/17, Asset Management Planning for Municipal Infrastructure and other relevant regulations.

## **The successful candidate must provide, prior to commencing employment:**

1. A satisfactory current drivers abstract
2. A satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre

Please submit a cover letter and resume outlining current experience, background and education. The application must be received in writing to the Human Resources Department, no later than 4:30 p.m. on **Wednesday November 30, 2022**. Replies should be addressed to Valerie Ratchford, Human Resources at [resumes@scugog.ca](mailto:resumes@scugog.ca).

**The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).**

We thank all applicants and advise that only those selected for an interview will be contacted.

Personal Information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection Privacy Act.

Note: As part of the selection process, applicants may be required to complete a written and/or oral and/or practical test.