



Transportation Technician

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possesses a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated individual to contribute to the Infrastructure Services department.

Reporting to the Manager of Transportation, the Transportation Technician will work with Senior Transportation Technologists assisting in the coordination of Municipal right of way related maintenance programs and reviews ongoing programs for updates and modifications.

Duties and responsibilities:

- Assists in the review and approval of engineering plans related to Municipal Consents applications for new utility installations and road occupancy permits.
- Assists in providing construction inspection and oversight on various municipal maintenance and construction projects, including the collection and verification of material quantities and daily work progress.
- Liaise with utility owners, contractors and municipal staff with regards to proposed and on-going works within the Town's right-of-way.
- Assists in the collection of information related to asset management to maintain municipal asset inventories.
- Assists in conducting field investigations, studies and surveys to verify warrants for speed and traffic mitigation measures.
- Assists in the oversight and execution of traffic signal and streetlight maintenance, and other traffic/transit related programs.
- Respond and provide resolution to general inquires, customer service requests and resident complaints and concerns pertaining to the Town's Transportation Services including but not limited to roads, boulevards, street and traffic lights.
- Prepares inspection reports, quantity summaries, technical memos and reports for Council/ Committees of Council.
- Assist with and performs municipal asset locates

Key Competencies and Qualifications:

- Civil Engineering Technician/Technology diploma, traffic or transit program or a related discipline.
- Preferred candidates will have membership or are eligible for attaining certification with OACETT.
- A minimum two years of demonstrated experience in a transportation environment
- Experience with GIS applications is considered an asset.
- Possess a general understanding of Ontario Provincial Standards Specifications, Ontario Provincial Standard Drawings, the Ontario Traffic Manual and the Occupational Health and Safety Act.
- Demonstrated analytical, project/time/records management, report writing, presentation skills and organizational skills.
- Strong ability to interact effectively, tactfully, and courteously with staff, contractors and the general public, while conveying a professional and positive image of the Town.
- Promotes a culture of inclusiveness and work with a diverse population of employees and the general public.
- A valid Ontario class G driver's license in good standing
- Ability to provide a satisfactory Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$58,876 to \$71,564 (2025 rates) based on a 35 hour work week plus a competitive benefit package.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is January 28, 2025.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.