



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
(705) 432-2355

## **Township of Brock Job Posting Certified Engineering Technologist (C.E.T.)**

The Township of Brock is located on the east shore of Lake Simcoe within the Region of Durham, approximately 1.5 hours northeast of Toronto. The municipality represents three distinct urban areas, numerous hamlets, and beautiful countryside. While agriculture is one of the largest employers, a full range of commercial and industrial businesses are located within the urban areas of Beaverton, Cannington and Sunderland with a population of just over 12,500.

### **The opportunity:**

Reporting to the Director of Public Works the C.E.T. will provide technical and analytical knowledge and support to the Public Works Department. This position will coordinate and monitor all capital projects and operating functions of the Roads Department as well as provide technical expertise, knowledge of Township standards, policies and procedures, compliance oversight with good engineering practice, public liaison and consultation. This position also provides technical, legal, financial and survey assistance and direction to support staff and other Township staff. With the support of the Supervisor of Operations, acts in the capacity of the Director of Public Works during his/her absence.

### **Key duties and responsibilities:**

- Assist the Public Works Department with asset management; preparation and administration of technical studies and reports; review and action utility locate & driveway entrance permit requests; and asset and condition assessment inventory.
- Review and submit payment certificates, change orders, purchase orders, and invoices from contractors and consultants for work performed, correctness and progress of work.
- Manage assigned capital work projects related to the rehabilitation and reconstruction of bridges, roads and other structures, as well as stormwater management facilities, including budget forecasting and the procurement/tender process.
- Prepare all tenders/RFP's for department requirements, including but not limited to capital projects, equipment requirements and maintenance items. Prepare, input and monitor cost tracking of capital projects ensuring budget amounts are adhered to.
- Conduct field surveys, inspections, or technical investigations to ensure proper engineering practices are being followed all while being in support of capital planning and preventative maintenance prioritization processes.
- Assist in administering the Town's traffic calming, stop sign, speed reduction, crosswalk, and crossing guard policies, and respond to public requests.
- Review engineering plans and documents submitted by external consulting agencies, ensuring all documents conform to Township standards and procedures.
- Research, prepare and submit reports to council for the public works department.
- Provide technical knowledge and assist the Director of Public Works, and Township staff in all areas of municipal engineering including aspects of legal, financial and survey by developing alternative solutions and recommend or initiate a course of action appropriate for the needs of the organization.

If this information is required in an accessible format,  
please contact the Township at 705-432-2355.



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- Respond to public concerns by researching, meeting and/or corresponding with the public to address their concerns.
- Apply knowledge of Subdivision developments/agreements and storm water management practices to maintain municipal maintenance standards
- Recommend, supervise and monitor multiple construction projects, troubleshoot issues that may arise to keep projects on time and within budget. Work with consultants to develop road needs study and to identify and prioritize.
- Support the Public Works Department in the preparation, review and maintenance of design standards for roads.
- Work with the Director of Public Works to prepare the annual budget for treasury and council approval including cost and material estimates.
- Ensures compliance with legislation and Township policies and procedures applicable to scope of work being undertaken

### **What we offer:**

The Township offers quality of life outside of the city. Located at the northeastern edge of the GTA, you can enjoy the peaceful environment of a rural location with the convenience of living close to the city. We provide a flexible work environment with a small, dedicated, and supportive team environment.

This is a full-time, permanent position. The Township of Brock offers a competitive salary (\$68,173 to \$84,214) and a comprehensive benefit package as well as enrolment in the OMERS pension plan.

### **Our ideal candidate will have the following qualifications and skills:**

- Graduate of a 3 or 4 year engineering program; preference towards the civil discipline
- Engineering Certification; P.Eng., C.E.T., or EIT required
- 3-5 years municipal experience preferred
- In depth knowledge of road maintenance and development, municipal drainage, infrastructure, fleet, and asset management
- Technical knowledge of the legislation and policies that affect roads and stormwater management operations
- Experience with bids and tenders
- Excellent interpersonal and communication skills with the ability to develop effective working relationships with employees, developers, Council, and the public

Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **4:30 p.m. on Friday, May 24, 2024** to:

**[hr@brock.ca](mailto:hr@brock.ca)**

The Township of Brock is an equal opportunity employer. If selected to participate in the recruitment, selection and/or assessment process, please inform the Township of the nature of any accommodation(s) that you may require to ensure your equal participation. We thank all applicants for their interest and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

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