



# TOWNSHIP OF WILMOT

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**Position:** Engineering Technologist

**Location:** Admin Complex

**General Purpose:**

Reporting to the Manager of Engineering, the Engineering Technologist is responsible for supporting the planning, design and construction of roads, bridges, water, wastewater and storm water infrastructure projects that are necessitated by either the development or redevelopment of land. The position will be responsible for adhering to federal, provincial, development, technical and financial guidelines and requirements while ensuring that the Township's interests are protected.

This role supports the approval / acceptance, construction and program management process for the Public Works & Engineering Department including capital, operations and development activity, coordinating the review, design, improvement and maintenance of the Township's infrastructure in accordance with the policies, goals and objectives established by Council.

**Responsibilities:**

- Supports the multi-disciplinary teams in all phases of road, bridge, water, waste water and storm water projects, including feasibility studies, environmental assessments, master plans and capital project implementation.
- Oversees work performance of external service providers with respect to quality standards, construction specifications, project timelines, scheduled tasks, and budget.
- Ensures effective project management of road, bridge, sidewalk, water, wastewater, and storm water capital projects including providing for proper design and construction.
- Approves detailed work plans, co-ordinates project start-up meetings and project update meetings.
- Visits project sites to assess progress and ensure quality of work.
- Provides technical advice and guidance on the overall impact of development on municipal transportation, water and wastewater infrastructure assets.
- Co-ordinates or participates in long range infrastructure and other planning studies to identify community transportation, water, wastewater, and storm water infrastructure needs resulting from development or growth related requirements, including cost estimating for inclusion in the Township's capital budget forecast.

Resumes received after submission deadlines will be retained on file for six months and will be reviewed on an as-needed basis. We thank all applicants - only those selected for an interview will be contacted. Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. Accommodations are available for the recruitment process. Applicants need to make their needs known in advance.



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- Prepares proposal calls and tenders including the preparation of terms of references, preliminary work plans, technical specifications, and reports to Council that are associated with proposal calls and tenders.
  - Evaluates tender bids and makes recommendations for contract awards.
  - Prepares reports and makes recommendations for consultant selection to Council.
  - Administers Engineering approval / acceptance processes for Municipal Consent, Right of Way Work Permits and Lot Grading Certificates
  - Administers Engineering policies and programs related to Traffic Coordination and Planning activities, including traffic counts, radar speed display sign deployment and Traffic Calming, including follow-up reporting and communication.
  - Assists with obtaining approvals from regulatory agencies including the Ministry of the Environment Conservation and Parks, Region of Waterloo, Ministry of Natural Resources and Forestry, Ministry of Transportation, the Grand River Conservation Authority and other approval agencies.
  - Other duties as assigned
  - A thorough knowledge of local government, municipal engineering practices, procedures, and asset management processes.
  - Advanced technical knowledge of transportation, water distribution, wastewater collection, storm water conveyance, storm water management, infrastructure planning, engineering design, structural design, project management and construction, including knowledge of operational, maintenance and financial matters as they relate to infrastructure projects.
  - Thorough knowledge of all pertinent legislation, policies, design standards, development processes and municipal governance, including provincial and federal levels, the Ontario Water Resources Act, Environmental Protection Act and Environmental Assessment Act.
  - Experience in the preparation of tender documents, Requests for Proposals (RFP), technical reports, legal agreements and evaluating responses to tenders and RFPs.
  - Knowledge of local government and municipal management.
  - Courtesy, diplomacy and professionalism in dealing with the public, agencies, stake holders, Council and staff.
  - Ability to conduct field work, site and construction inspections

## **Qualifications:**

- Registered with Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- A civil engineering degree or diploma from a recognized University or Community College
- A minimum of three to five (3-5) years' experience related to municipal and/or development engineering services.

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- Valid Class G Driver's License, licensed to drive in Ontario, and use of a vehicle.
  - Excellent oral and written communication skills, ability to make presentations with clarity to Council, committees, interest groups, stake holders and the public.
  - Excellent organizational skills with a strong aptitude for figures and attention to detail.
  - Above average competence in computer skills including Microsoft Office, Civil 3D, AutoDesk and ESRI products.
  - Demonstrated ability to work in a fast-paced team environment with continually changing priorities, while meeting project objectives and tight deadlines with minimal or no supervision.
  - Able to provide concise direction and ability to work effectively with consultants and contractors.

## **Working Conditions:**

- Minimum 35 hours per week during regular office working hours.
- Generally works in an office environment at a computer workstation.
- Frequent site inspections and exposure to outside weather conditions in all seasons.
- Must be physically fit and able to stand for long periods at a time.
- Potential for exposure to typical construction hazards.
- Occasional attendance at Council and Committee meetings.

**Hours of work:** This position offers a schedule of 35 hours per week, Monday to Friday, between 8:30AM to 4:30PM.

**Salary:** Position is placed on Grade E of 2020 Salary Grid \$62,331 – 76,526

**How to apply:** Qualified applicants are invited to submit a resume, clearly marked **Engineering Technologist** by email to Human Resources [hr@wilmot.ca](mailto:hr@wilmot.ca) no later than **September 16, 2020**.

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