



Manager of Human Resources
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CORPORATION OF THE TOWN OF TILLSONBURG
INTERNAL/EXTERNAL
JOB POSTING

POSITION: Operations Technologist

DEPARTMENT: Engineering

LOCATION: Corporate Office

STATUS: Full Time (40 hours/week)

REPORTS TO: Manager of Engineering

GRADE: 10 (\$32.30 to \$39.13/hour)

POSTING #: HR 39.19

POSTING PERIOD: September 6 to September 23, 2019

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

Oversee the day to day activities associated with capital construction projects, prepare contracts, design, drafting, field and technical duties in Engineering Services for the Town. Provide technical comments for site plans and subdivision drawings as submitted by developers.

QUALIFICATIONS:

- 3 year Civil Engineering Technology and Certified Engineering Technologist (CET), Construction Management Technologist with membership in OACETT or equivalent.
- One to three years civil/municipal engineering design and construction experience including water distribution, water treatment, storm and sanitary sewage collection, storm water management and road design.
- Valid Province of Ontario G class driver's licence.
- Ability to operate efficiently and accurately, GPS, total station, theodolites and field levels.
- Excellent communication skills for contact with the public, a variety of professionals, employees, and government agencies.
- Excellent organizational skills.
- Knowledge of MOE design guidelines, MEA Design manual, TAC manual and OPSS (Ontario provincial standard specifications) and drawings.
- Completion of confined space training.
- Completion of relevant OGRA design courses.
- Proficiency in civil design engineering software, AutoCAD civil 3D, excel, MS Office.

POSITION RESPONSIBILITIES:

- Offers and supplies technical opinions and expertise to other Town departments.
- Assists with public tender openings, ensures mathematical accuracy, legal, and technical compliance for all tenders.
- Assists in complaint management from the public and other engineering related duties and tasks under the direction of the Manager of Engineering.
- Design, administer, and inspect capital municipal projects, meet design schedules, organize engineering and legal surveys, easement acquisitions and geotechnical investigations.
- Works closely with asset management technician.
- Arrange and conduct site inspections with developers to ensure private land development projects were constructed as per municipal standards and approved drawings prior to final assumption and release of securities.
- Maintains engineering drawing filing system and administers and assists in records/plans project files management.
- Assists with development and maintains the Subdivision and Development Design Criteria to ensure it remains current with the latest engineering standards.
- Coordinates with utility companies for the removal and relocation of facilities conflicting with the proposed design of municipal infrastructure projects.

- Prepares technical, tender documents and contract specifications and responds to contractor's inquiries during tendering process and issues written addenda for clarification.
- Measurement of unit quantities and collection of construction record field data during construction and completion of drawings for Town of Tillsonburg records.
- Completes the submission to the MOE and County for Certificate of Approval for Watermain and Sanitary and Storm Systems for capital municipal road construction projects including the overseeing of its approval and timely return to the Town.
- Review engineering drawings and provide technical comments for: site plans, subdivisions, preliminary and final lot grading certificates, official plan amendments, and zoning amendments as submitted.
- Completes monthly payment certificates for capital projects for acceptance by the contractor and approval by project engineer.
- Negotiates final quantities and payment amounts with Contractors and subcontractors.
- Provides detailed cost estimates for annual municipal works projects for capital budget purposes and reviews.
- Instructs and trains seasonal staff and students with departmental procedures to ensure the timely and accurate completion of capital projects and land development project reviews.
- Provides inspection for the construction of municipal projects to ensure the contractor is complying with approved drawings, appropriate construction techniques, contract documents and OHSA standards.
- Oversee multiple infrastructure capital projects and provides construction administration for projects, concurrently.
- Working in extreme weather conditions with contractors, exposed to heat, rain, ice, cold, etc.
- Aware of safe work practices relating to job responsibilities and have a basic understanding of the Occupational Health & Safety Act as it relates to the work environment.
- Performs other duties as assigned by Supervisor.
- Represents Supervisor at meetings with consultants, contractors, developers, utilities and the public.
- Adheres to all policies and procedures for the Town.