

## **TOWN OF CARLETON PLACE JOB DESCRIPTION**

Date: November 2017

Title: Engineering Technician – Contract for 2 Years

Reports To: Manager of Engineering

### **Position Summary:**

Under the direct supervision of the Manager of Engineering, the Engineering Technician shall assist with engineering review of developer submissions and preparing tender documents for municipal projects.

### **Duties:**

1. Review engineering submissions related to development applications for compliance with Town standards. Prepare comments and correspond with developers as they revise submissions. Calculate security requirements. Inspect developer projects for compliance with their approved development agreement. Respond to public inquiries related to development projects. Obtain record drawings for all development projects.
2. Draft concept plans as directed for various municipal projects. Produce drawings for public display.
3. Prepare detailed design drawings and assemble contracts and specifications for municipal engineering projects.
4. Construction administration and occasional field inspection for municipal projects as required.
5. Enter data into the Town's GIS and produce reports from the data within the GIS.
6. Assist with filing drawings and record management for public works.
7. Provide technical support to Public Works staff.
8. Deal directly with the public to effectively address complaints and concerns, and provide information and assistance to ensure good customer service.

The above generally describes the duties involved with the position. However, municipal work is varied in nature. Employees will be required to perform duties in addition to the above as directed by the Manager of Engineering.

### **Safety:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Health and Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**Working Conditions:** The position will be scheduled to work regular office hours. However, on occasion, some overtime may be required to complete special requests or projects and/or coordinate evening and off-hour activities. As these scenarios present themselves, the working schedule may be adjusted and monitored by the as needed. Local travel (automobile) for inspection activities and meetings and visits to construction sites at various stages of completion will be required.

**Physical Demands:** The position requires intense visual & listening skills; ability to sit for long periods of time; ability to stand for long periods of time; use of hands; repetitive physical actions; ability to walk and climb stairs or ladders; hand-eye coordination; ability to kneel, crawl, reach, twist, squat, and bend; and work under high levels of pressure or stress. Physical demands such as lifting and carrying files, reports and drawings will be required.

**Environmental Conditions:** The position will have to serve a number of people and projects at one time and frequent interruptions will be common. The environment may be busy, noisy. The position requires reasonable tolerance to irritants (such as dust), hazardous substances, inclement weather and untidy or unsanitary conditions that may be encountered during site inspections.

**Sensory Demands:** The position requires the frequent use of a computer and other office equipment.

**Mental Demands:** The employee must be able to manage the potential conflict that can occur between parties due to the nature of the work and the requirement to enforce municipal standards. Developers or residents can become very upset with the direction the Engineering Manager is providing. It will be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time management skills will be needed to complete the required tasks.

**Position Requirements:**

1. Two (2) year Community College Diploma in Civil Engineering Technician (minimum level of education required for position).
2. Two (2) years' related work experience.
3. Ability to obtain and maintain membership with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
4. Familiar with preparing and interpreting engineering drawings and specifications with a detailed knowledge of AutoCAD;
5. Knowledge of municipal works required for development;
6. Familiar with GIS software and applications
7. Good written and verbal communication skills. Ability to communicate effectively with both technical and non-technical persons; and
8. Possess and maintain a valid Ontario Class 'G' Drivers Licence and access to a vehicle.