

The Town of Carleton Place is seeking an individual to fill the permanent full-time position of Engineering Technician.

Summary: Under the supervision of the Director of Development Services, the Engineering Technician shall assist the Development Review Officer with engineering review of development submissions and preparing tender documents for municipal projects.

Qualification/Experience:

1. Minimum two (2) year Community College Diploma in Civil Engineering Technician
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. GPS and total station survey knowledge would be considered an asset
6. Familiar with GIS software and applications
7. Possess and maintain a valid Ontario Class "G" Drivers' License and reliable vehicle to use for corporate business when/if required
8. Good written and verbal communication skills. Ability to communicate effectively with both technical and non-technical persons, and
9. Mandatory fully COVID-19 vaccination Ministry of Health documentation required.

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2022 pay grid for the position is \$31.64 - \$40.30 per hour based on a 40-hour work week.

Qualified candidates are invited to submit, in confidence, a detailed resume and cover letter using PDF or docx format by 11:00 a.m., Thursday, June 23rd, 2022, quoting "Engineering Technician" via **email:** hr@carletonplace.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.



**TOWN OF CARLETON PLACE
JOB DESCRIPTION**

DEPARTMENT:	Development Service Department
DIVISION:	Engineering
JOB TITLE:	Engineering Technician
EMPLOYEE GROUP:	Non-Union
PAY GRID:	7
SUPERVISOR:	Manager of Engineering
REVISION DATE:	January 16, 2020

POSITION SUMMARY:

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

DUTIES AND RESPONSIBILITIES:

1. Reviews engineering submissions related to development applications for compliance with Town standard including:
 - a. Preparing comments and corresponding with developers as they revise submissions;
 - b. Calculating security requirements;
 - c. Inspecting developer projects for compliance with their approved development agreement;
 - d. Responding to public inquiries related to development projects
 - e. Obtaining record drawings for all development projects
2. Drafts concept plans as directed for various municipal projects and produces drawings for public display
3. Prepares detailed design drawings and assembles contracts and specifications for municipal engineering projects
4. Undertakes construction administration and occasional field inspections for municipal projects as required
5. Enters data into the Town's GIS and produces reports from the data within the GIS
6. Assists with filing drawings and records management for Public Works and Development Services Departments
7. Provides technical support to Public Works staff

8. Deals directly with the public to effectively address complaints and concerns and provides 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 and employees will be required to perform duties in addition to the above as directed by the Manager of Engineering.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

Minimum two (2) year Community College Diploma in Civil Engineering Technician

EXPERIENCE:

Two (2) years' related work experience

SKILLS AND ABILITIES:

1. Ability to obtain and maintain membership with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
2. Familiar with preparing and interpreting engineering drawings and specifications with a detailed knowledge of AutoCAD
3. Knowledge of municipal works required for development
4. Familiar with GIS software and applications
5. Possess and maintain a valid Ontario Class G Driver's License and reliable vehicle to use on corporate business when/if required
6. Good written and verbal communication skills. Ability to communicate effectively with both technical and non-technical persons

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 DEMANDS:

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.

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 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 RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Lawyers, Professional Consultants, General Public, Trades and Construction Professionals, Agency Partners (i.e. Health Unit, Conservation Authority, Ministry Representatives)