

## TOWN OF CARLETON PLACE

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## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of **Public Works Technologist**.

**Summary:** Under the direct supervision of the Director of Public Works, the Public Works Technologist develops and administers the annual Public Works Capital Program, and directs all Contractors involved in the referenced Program by the Public Works Department. This position plays a pivotal role in the continued development, coordination, implementation, and administration of the Town's asset management plans related to roads, water, and sewer infrastructure.

**Qualification/Experience:**

1. Three (3) year post-secondary education in the applicable engineering field.
2. Training in Asset Management would be considered an asset, or the candidate would be willing to obtain.
3. Minimum three (3) years' direct experience.
4. Possess and maintain a valid Class "G" licence and reliable vehicle.
5. A member of OACETT or eligible would be considered an asset, and
6. Criminal Reference Check (valid to 6 months of employment).

The 2023 pay grid for the position is \$32.27 - \$41.11 per hour, under review. based on a 40-hour work week. In addition, a comprehensive benefit package with 100% employer-paid premiums for health, dental, life, short/long term disability is provided plus a pension plan with matching employer contribution.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications must be received no later than 12:00 p.m., Friday, September 29, 2023, quoting "Public Works Technologist" by email [hr@carletonplace.ca](mailto: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**

<b>DEPARTMENT:</b>	Public Works Department
<b>DIVISION:</b>	Administration
<b>JOB TITLE:</b>	Public Works Technologist
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	7
<b>SUPERVISOR:</b>	Director of Public Works
<b>REVISION DATE:</b>	September 2023

**POSITION SUMMARY:**

Under the direct supervision of the Director of Public Works, the Public Works Technologist develops and administers the annual Public Works Capital Program, and directs all Contractors involved in the referenced Program by the Public Works Department. This position plays a pivotal role in the continued development, coordination, implementation, and administration of the Town's asset management plans related to roads, water, and sewer infrastructure.

**DUTIES AND RESPONSIBILITIES:**

**CONSTRUCTION:**

1. Prepares plans and contract documents for municipal projects under the supervision of the Director of Public Works
2. Directs all Contractors employed by the Department, inspects the quality of work and prepares payment recommendations
3. Acts as municipal representative to residents impacted by Town projects
4. Supervises construction work through daily inspections ensuring any recommended corrective actions are followed through on and supervising any inspection contractors involved in Town projects
5. Assists the Director of Public Works with developing the capital program and annual budgets
6. Meets regularly with the Director of Public Works and Public Works Superintendent to review the status of projects
7. Maintains infrastructure records, including 911 mapping updates
8. Investigates complaints reported by residents, identifies deficiencies, and responds to residents.

## **ASSET MANAGEMENT:**

With respect to Public Works Infrastructure including roads, water, and sewer assets:

9. Liaises with stakeholders and manages the content of the Town's asset management software, ensuring seamless integration with other Town software systems, including GIS
10. Inputs Public Works asset categories and infrastructure data into a GIS database, ensuring accuracy and completeness
11. Establishes and recommends policies, procedures, processes, and schedules for updating, maintaining, and managing the Public Works components of the asset management program
12. Conducts infrastructure inspections, gathers data, and maintains comprehensive records on Public Works infrastructure assets including asset condition and replacement indices based on the inspections and maintenance repair history and identifying gaps and working with the Director of Public Works on prioritizing work to fill those gaps
13. Monitors and recommends improvements to the Town's asset management plan and software, keeping track of municipal asset management best practices as they pertain to Public Works assets
14. Participates in the Town's Asset Management Steering Committee meetings.

## **GENERAL:**

15. Provides input to the Director of Public Works regarding departmental software and hardware requirements; and
16. Assists other departments with engineering/construction needs.

The above generally describes the duties of the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Director of Public Works.

## **POSITION REQUIREMENTS:**

### **EDUCATIONAL REQUIREMENTS:**

1. Three (3) year post-secondary education in the applicable engineering field
2. Training in Asset Management would be considered an asset, or the candidate would be willing to obtain.

### **EXPERIENCE:**

Minimum three (3) years' direct experience

**SKILLS AND ABILITIES:**

1. Drafting, construction, surveying, and inspection experience
2. Experience with Microsoft Office programs particularly Word, and Outlook and proficient with AutoCAD
3. A strong knowledge base of sewer, water, and road construction techniques
4. An extensive knowledge of construction practices and engineering principles
5. Good written and verbal communication skills
6. Possess and maintain a valid Class "G" licence and reliable vehicle; and
7. A member of OACETT or eligible would be considered an asset.

**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 Director of Public Works 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 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 construction.

**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 construction and the demands of contractors and the public impacted by construction projects. Contractors or residents can become very upset with the direction the Town and/or the Director of Public Works 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:**

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