



The TOWNSHIP of
NORTH DUMFRIES

EMPLOYMENT OPPORTUNITY ENGINEERING TECHNOLOGIST

If you're an experienced individual who is looking for a new career opportunity and challenges within a growing Municipality, then we invite you to consider joining the Township's Engineering & Public Works Department. In North Dumfries you will find a career opportunity where you can be part of a Team of professional staff where a diversity of job functions and dynamic responsibilities exist.

The Township of North Dumfries is seeking applications for the position of **Engineering Technologist**.

The Township of North Dumfries is situated in the southern part of Waterloo Region, straddling the Highway 401 corridor adjacent the Cities of Kitchener and Cambridge. Due to our locational attributes, the Township of North Dumfries is poised for residential growth where development is already underway for the planned population of an additional 6,000 residents and over 2,300 new employment positions by 2031.

Reporting to the Director of Engineering & Public Works, the incumbent will perform a range of functions in accordance with established standard operating procedures, Departmental and Corporate policies, sound engineering principles and practices, and Provincial legislation and Plans, with a focus on quality customer service and continuous improvement processes.

The ideal candidate will possess the following qualifications:

1. Minimum of three (3) year Community College Diploma in Civil, Construction or Environmental Engineering or a related field or related discipline, or, equivalent combination of education and experience.
2. Minimum of three (3) years of related experience working in the public or private sectors with experience in dealing with matters associated with Civil, Construction or Environmental Engineering or a related field, including reviewing and interpreting design drawings; report writing and presentations; field investigation and inspections; and, managing projects.
3. Strong organizational skills to prioritize workload and perform technical and administrative tasks.
4. Sound judgement and excellent analytical and decision-making / problem solving skills.

5. Effective communication skills, both oral and written, and, strong customer service focus.
6. Ability to work with minimal supervision and as part of a Team

A copy of the Job Description is available for viewing / downloading from the Township's website [www.northdumfries.ca]

This is an excellent opportunity for a professional with a demonstrated record of accomplishment to leave your mark on a growing Municipal enterprise. The Township offers a competitive salary range of \$68,632 to \$85,794 [2022 \$] plus benefits. Wages will be determined through the experience and qualifications of the selected candidate.

Submit resumes with cover letter before **4:30 pm – Wednesday October 12th, 2022:**

Lee Robinson, P.Eng., Director of Engineering & Public Works
Township of North Dumfries
2958 Greenfield Road P.O. Box 1060
Ayr, Ontario NOB 1E0
lrobinson@northdumfries.ca

If you need an accessible format, please email ddonald@northdumfries.ca or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection



JOB DESCRIPTION

ENGINEERING TECHNOLOGIST

Reports To: Director of Engineering & Public Works

Supervises: N/A

Department: Engineering & Public Works

Division: Engineering

Classification: Non-Union

Position Overview:

Responsible for the provision of professional services related to the review of residential, commercial and industrial developments; the administration of subdivision / condominium agreements and site plan control agreements; prepares reports on engineering related matters; and, assists in the design and coordination of the construction and rehabilitation of the Township's linear infrastructure network.

A. KEY ROLES AND RESPONSIBILITIES

1. Participates in pre-consultation meetings convened under the authority of the *Planning Act* and provides initial commentary, in consultation with the Director, so as to provide guidance and direction on expectations for information to be included as part of a complete submission on matters related to engineering standards or issues. Attends site plan review meetings.
2. Reviews subdivision / condominium draft plans, Official Plan and Zoning By-law Amendments, consent, minor variance and site plan applications. Prepares appropriate Department conditions of approval and technical comments coordinating with other Departments and outside agencies, in consultation with the Director.
3. Reviews engineering submissions and drawings to ensure compliance with Corporate, Provincial and industry standards and appropriate design criteria. This may include acoustical, lighting, geotechnical, environmental, functional storm drainage, servicing, traffic and active transportation reports.

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4. Prepares Subdivision / Condominium Agreements and Site Plan Control Agreements with the assistance of legal counsel, and is responsible, under the direction of the Director, for the administration of the Agreements, including coordinating the reduction or release of financial securities.
5. Where necessary, coordinates external consultants to assist in the review and preparation of technical comments on development applications.
6. Reviews and processes Grading and Drainage Clearance Certificates when required.
7. Receives applications for Permits under the Township's Site Alteration By-law. Under the direction of the Director, coordinates internal and agency review of the Application, coordinates external consultants, where necessary, to assist in the review and preparation of technical comments. Makes recommendations to the Director on Permit applications. Assists in the preparation of Reports to Council, where required. Administers the Permit if issued, including conducting inspections and coordinating the reduction or release of financial securities.
8. Prepares Reports to Council / Committees of Council and internal Reports on development related and Capital projects.
9. Assists in the delivery of capital projects and studies for the Department in coordination with various Department staff. Responsibilities include development of scope of work, preparation of cost estimates, procurement of consultant and contractor services, completion of studies, coordination during design and construction, conflict resolution and successful commissioning of projects.
10. Develop detailed project schedules and deliverables recognizing the day-to-day operations and seasonal demands associated with construction and Capital projects. Monitor progress of the various projects in the Capital program for on time and on budget delivery. Provide recommendations for processes in place and followed for consistent and efficient program delivery.
11. Assists in the development and implementation of annual and multi-year development related Public Works capital plans, in consultation with others
12. Assists in the development and maintenance of the Township's Asset Management Plan, in consultation with the Director and the Treasurer / Director of Corporate Services.
13. Prepare the business case to justify capital expenditures and assist with submission of infrastructure grant applications.

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14. Responds to inquiries from the general public, developers, consultants, businesses, staff and Council members for information on engineering processes, standards, and other related information.
15. Conducts site inspections to determine the development suitability of properties in relation to planning applications, and/or, capital project sites, as required.
16. Attends Council Public Meetings, Advisory Committee Meetings, Council / Committee Meetings and other engineering or development related meetings, as required.
17. Represents the Township on Co-ordination Committee(s) with the other public sector partners associated with development, engineering and related matters.
18. Works collaboratively with the Fire Chief, Director of Director of Development Services / Chief Building Official, Director of Leisure & Community Services and Planning & Building Division personnel on *Planning Act* applications and/or planning - engineering related matters.
19. Performs other duties as assigned, in accordance with Departmental, Divisional or Corporate objectives.
20. Participates, as required, during the enactment of the Township's Emergency Management Plan.

B. SKILLS AND QUALIFICATIONS

1. Minimum of three (3) year Community College Diploma in Civil, Construction or Environmental Engineering or a related field or related discipline, or, equivalent combination of education and experience.
2. Minimum of three (3) years of related experience working in the public or private sectors with experience in dealing with matters associated with Civil, Construction or Environmental Engineering or a related field, including reviewing and interpreting design drawings; report writing and presentations; field investigation and inspections; and managing projects.
3. Strong organizational skills to prioritize workload and perform technical and administrative tasks.

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4. Sound judgement and excellent analytical and decision-making / problem solving skills.
5. Effective communication skills, both oral and written, and strong customer service focus.
6. Ability to work with minimal supervision and as part of a Team
7. Advanced working knowledge of computer applications including MS Word and Excel.
8. Possession of a valid Drivers' License and daily access to a personal motor vehicle to conduct Township business.
9. Must be able to work after normal business hours to attend Council / Advisory Committee Meetings or when necessary to meet deadlines and/or deal with major Corporate events such as the activation of the Municipality's Emergency Management Plan.

C. WORKING CONDITIONS

1. The Engineering Technologist generally works in a comfortable office environment, however the incumbent will be conducting site visits and as such exposure to outdoor seasonal conditions and varied topography, outdoor settings, etc. will be experienced. The position requires a high level of activity and output with frequent year-round deadlines.
2. Considerable opportunity exists for stressful interaction with members of the Public who may be referred to this position seeking resolution of outstanding matters or enquiries related to engineering and development related information.
3. Deadlines associated with Council / Committee agendas and reports, attendance at Council / Committee meetings, and, the pressure of work demands and multiple priorities from a variety of sources yield results in frequent hours employed outside of regular business hours.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

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Salary Grade: Grade 9 [Fulltime Permanent]

Regular Work Week: Monday to Friday, 35 hours / week

Prepared & Approved By: _____ Date: _____

Andrew McNeely,
Chief Administrative Officer