POSITION DESCRIPTION

POSITION:	TECHNOLOGISTS
DEPARTMENT:	PUBLIC WORKS
CURRENT ISSUE:	JULY 2023
NEXT REVISION:	JULY 2028
AFFILIATION:	NON-UNION

POSITION SUMMARY:

Reporting directly to the Director of Roads & Public Works, the Roads and Public Works Technologist is responsible for assisting in the preparation of infrastructure management systems, field surveys, project management, inspections and supervision. The position also provides assistance the Director of Roads and Public Works as well as other Department Heads with tenders, contracts and agreements.

DUTIES AND RESPONSIBILITIES:

1. Completes and updates asset management schedules and long term financial planning forecasts for municipal infrastructure related to the Roads and Public Works department including but not limited to the transportation network and sewer and water.
2. Is responsible for managing the Municipal GIS related to the Roads and Public Works department and ensuring information is kept up to date.
3. Assists the Director in preparation of the annual budget.
4. Project manages and provides technical expertise for major and minor capital projects throughout the municipality including but not limited to reconstruction on bridges, roadways, and water & sewer including completion of environmental assessments, preliminary and detailed design, tender preparation, awarding and contract administration of capital works contracts. Reviews and takes actions to correct deviations and/or deficiencies identified during the completion of capital works projects.
5. Completes site inspections and ensures construction inspections being completed by internal staff or on behalf of the Municipality by a consultant are performed at appropriate frequency and quality required for the works being completed.
6. Reviews, and comments on site plans and servicing plans for subdivisions and smaller development (i.e. sewers, water mains, services, property line locations, and drainage) as assigned by the Director of Roads and Public Works.
7. Provides both field and document review on external construction projects, including subdivisions to protect the Municipality's interest and ensure that development is completed in accordance with approved site plans. Makes recommendations for preliminary and final acceptance and, administers securities for development.

8. Assists in the development of Municipal Standards and Policies related to the Roads and Public Works Department.
9. Ensures all engineering equipment (traffic counters, surveying, plotter, GPS etc.) is maintained.
10. Drafts and prepares reports for Committees and other staff.
11. Monitors performance of various departmental contracted services to ensure work is completed as outlined in the respective contract.
12. Resource Person to other departments and Committees as assigned by the Director of Public Works.
13. Performs other duties as directed by the Director of Roads and Public Works or CAO.
14. The above generally describes the duties involved with this position. However, municipal work is varied in nature and the works department staff is small, therefore, employees will be required to perform duties in addition to the above from time to time as directed by the Director of Roads & Public Works.

QUALIFICATIONS:

- College Diploma in Civil Engineering or similar education and experience. A Civil Engineering Technologist designation would be considered an asset.
- Certified Engineering Technologist (C.E.T.) as designated by OACETT preferred or the capability of obtaining a C.E.T. Designation within 2 years.
- Minimum of three years related experience.
- Excellent written and oral communication skills.
- In depth knowledge of regulations, policies, and guidelines as they relate to Municipal operations and infrastructure.
- Strong interpersonal skills.
- Working knowledge of computerized applications which assist engineering and public works operations.
- Surveying and inspection experience.
- Knowledge of construction equipment capabilities.
- Strong word processing, spreadsheet and database computer skills.
- Excellent at planning and organizing.
- Knowledge and experience with civil construction, tendering and contract administration.
- Valid Ontario Driver's License (Class G).

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal. relationships. Such communication shall be timely, informative, accurate, courteous, responsive. and complete.

- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Director of Roads & Public Works.

TITLE	**SIGNATURE**	**DATE**
Director of Public Works	_____	_____

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

ROAD & PUBLIC WORKS TECHNICIAN - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK		FREQUENCY			
		Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position				X	
Standing – remaining on one's feet in an upright position without moving about or combined with walking			X		
Walking – moving about on foot on level or uneven surfaces			X		
Stooping/Bending – bending down and forward at the waist in a sitting or standing position			X		
Kneeling – bending legs to rest on one or both knees		X			
Crouching/Squatting – Bending down and forward by bending legs at knees			X		
Crawling – Moving about on hands and/or knees or feet.		X			
Twisting – Rotating upper torso left and right while sitting or standing			X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.			X		
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.			X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.				X	
Reaching – extending hands and/or arms below, at or above shoulder height			X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping			X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.			X		
Lifting	Under 10 lb. (4.5 kg)		X		
	10 – 20 lb. (4.5 – 9.0 kg)		X		
	20 – 40 lb. (9.0 – 18.0 kg)		X		
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift	X			

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors	X	
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	X	

WORKING RELATIONSHIPS

Internal	Other Roads and Public Works employees - operators and skilled labourers; CAO in absence of Director; Council members and staff in other departments
External	Liaison with residents, other municipalities, Provincial departments, agencies and various contractors, suppliers of services and equipment, utility companies and others using municipal properties.

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents		X				Providing information; follow-up on complaints and inquiries	X	X
Stakeholders/Contractors		X				As team leader and member; supporting departments and unit activities, purchase orders	X	X
Employees/Managers						Communicating, collaboration, consulting, providing direction, Performance accountability		
Members of Council			X			Providing information, seeking approval/direction	X	X

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses		X				Supporting referred-in workload	X	X

ENVIRONMENTAL DEMANDS:

This position may have to work on a number of projects at one time and frequent interruptions may be common. The office environment may be busy, noisy often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage various issues. The position requires frequent use of the computer and other office equipment. The position also requires critical thinking and problem solving under pressure.

WORKING CONDITIONS:

This position is required to work regular full-time hours in an office environment, as well as, working in the outdoor environment on construction sites and within our road network. Additional work may be required to complete special requests or projects. After hours meeting attendance or travel may also be required.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

_____

Departmental Manager

REVIEWED BY:

_____

Human Resources

_____

Incumbent