



Town of Erin
Infrastructure Services

Engineering Technologist

Business Unit: Infrastructure Services

Position Title: Engineering Technologist

Reports To: Director of Infrastructure Services, Project Manager

ABOUT US

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

OVERVIEW OF POSITION

The Engineering Technician plays a crucial role in supporting the Project Manager and Director of Infrastructure on engineering projects. Reporting to the Director of Infrastructure, the Engineering Technician assists in the coordination and execution of various technical aspects of municipal projects related to wastewater, water resources, and storm water management and roads infrastructure. The incumbent will collaborate closely with the Project Manager to ensure smooth project execution and will assist in coordinating project activities, tracking progress, and monitoring project timelines.

MAJOR RESPONSIBILITIES

- Prepares proposal, quotation and tender calls including the preparation of terms of reference, preliminary work plans, and technical specifications;
- Ensures effective contract administration and site inspection for various engineered infrastructure including roads, bridges, sidewalks, water, wastewater and stormwater capital and operating projects;
- Monitors construction projects and prepares and reviews payment certificates for projects completed by outside contractors;
- Negotiates and resolves issues, disputes, and financial claims with consultants and contractors;
- Assists with the review and approval of the location of all requests to install utilities such as hydro, gas, telephone, internet and cable within the municipal/public rights-of-way;
- Assists in the preparation of road, culvert, water and wastewater grant applications through the provision of technical and engineering information;
- As required, coordinates and / or participates in long range infrastructure planning studies to identify community transportation, water, wastewater, and stormwater infrastructure needs;
- Assist the Director of Infrastructure with the creation of maintenance standards for municipal works.
- As required, is involved with the maintenance of road, culvert, sidewalk, water, wastewater, and stormwater infrastructure inventories;

- Investigates and responds to complaints, resident concerns, and resolves general deficiencies in the overall infrastructure needs;
- Oversees and maintains the Municipality's traffic count program;
- Provides engineering information to consultants, Council, other Government agencies, staff and the private sector;
- Other duties as required

POSITION REQUIREMENTS

- University degree in Civil Engineering or related field;
- Minimum 1-3 years of progressive municipal experience in a similar role;
- Project Management and Land Development experience is an asset;
- Knowledge of Subdivision and Site plan design and approval process, Subdivision and Site Plan construction, Storm water management design and modelling, sanitary sewer system modelling /design, Water distribution modeling is an asset;
- Strong verbal and written communications;
- Effective decision making capabilities;
- Highly developed analytical and problem solving skills;
- Excellent organizational skills;
- Ability to deal with multiple and diverse issues.

WORKING CONDITIONS AND ENVIRONMENT

- Flexible, hybrid work environment, including three days spent in-office and two days working from home;
- This position works 35 hours a week, 8:30am-4:30pm, Monday to Friday, however the incumbent may also work outside of regular business hours. Frequent site visits will be required as part of the daily management of projects;
- The salary range for this position is currently under review;
- The Town offers an excellent comprehensive benefit package, and participation in the Ontario Municipal Employee Retirement Scheme (OMERS) pension plan.

If you're passionate about joining our growing, innovative team, don't hesitate to apply! We encourage you to apply by sending your resume to HR@Erin.ca; we will accept resumes until 4:00 pm on Tuesday, August 13th, 2024. We'd love to hear from you!

The Corporation of The Town of Erin celebrates diversity, and we are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status. The foregoing represents a reasonable statement of the requirements of this position. We use the information collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection only. Accommodation is available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.