



Employment Opportunity
Capital Projects Technologist, Temporary Full-Time
(Up to 12 months)
(C.U.P.E. Local 1785-01)

Public Works and Infrastructure Services

Hourly Rate: \$38.63 (\$39.40 as if April 1, 2024) (35 hours per week)

The Township of Scugog is seeking a highly motivated and energetic individual to fill our Capital Projects Technologist position. Reporting to the Manager of Capital Projects, the incumbent will provide project management and technical engineering support.

MAJOR RESPONSIBILITIES

- Plan, coordinate and manage capital projects related to municipal infrastructure including facilities, parks, stormwater management systems, roads, etc.
- Prepare terms of reference, requests for proposal and tender documents for capital infrastructure projects and analyze submissions.
- Inspect capital infrastructure projects, provide contract administration services and address construction issues as they arise.
- Maintain and update inventory of municipal infrastructure for asset management plan and GIS mapping of assets.
- Investigate and record all issues reported by Council, staff, residents and agencies and where feasible, ensure corrective action.
- Coordinate the environmental assessment process.
- Review engineering designs to ensure compliance with applicable Township standards and criteria.
- Research, recommend and submit applications for grant programs. Prepare reports required for approved grants.
- Investigate, analyze, review and address inquiries regarding engineering issues for residents, businesses, applicants, consultants and outside agencies.
- Represent the Public Works and Infrastructure Services Department at meetings, internal and external committees.
- Prepare reports and presentations for Council and Committee.
- Assist in the preparation of the annual operating and capital budgets.
- Undertake responsibilities of the Engineering Technologist, as needed.

QUALIFICATIONS:

- A three-year college diploma in Engineering Technology
- Certified Engineering Technologist (CET) designation with The Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or working towards a designation

- A minimum of five years of experience in asset management, project management, contract administration and customer service
- Equivalent combination of education and experience may be considered
- A valid Ontario Class G driver's license, with a clean driver's abstract and access to a reliable vehicle for business purposes
- Municipal experience is considered an asset

SKILLS AND COMPETENCIES REQUIRED:

- Advanced computer application skills in GIS, Excel, Word, PowerPoint and AutoCAD
- Excellent research, analytical and mathematical skills
- Excellent communication skills, both written and verbal
- Capable of working under pressure and handling multiple concurrent projects, establishing priorities and meeting changing deadlines
- Ability to work independently with minimal supervision
- Flexibility to work beyond normal hours of work including evenings for Council and Committee meetings and when workload dictates
- Strong planning, time management and problem solving skills
- Knowledge of Occupational Health and Safety Act and Regulations, Ontario Provincial Standard Specifications and Drawings, Ontario Highway Traffic Act, Accessibility for Ontarians with Disability Act, O.Reg. 588/17, Asset Management Planning for Municipal Infrastructure and other relevant regulations.

The successful candidate must provide, prior to commencing employment a satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre

Please submit a cover letter and resume outlining current experience, background and education. The application must be received in writing to the Human Resources Department, no later than 4:30 p.m. on **Friday, March 22, 2024**. Replies should be addressed to Valerie Ratchford, Human Resources at vratchford@scugog.ca.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

We thank all applicants and advise that only those selected for an interview will be contacted.

Personal Information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection Privacy Act.

Note: As part of the selection process, applicants may be required to complete a written and/or oral and/or practical test.

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