

The City of Kawartha Lakes invites applicants to join our dynamic team as a **Senior Engineering Technician**, in our Infrastructure Design and Construction Department.

When you come to work for the City of Kawartha Lakes, you are joining a community of municipal workers who take pride in knowing that every day they are having a positive impact in the community. Our mission is to deliver the highest standards of municipal services while creating a healthy and sustainable future for all Kawartha Lakes' residents and businesses. We work to support our values of Accountability, Respect, and Teamwork and we want you to ***Jump In*** with us!

We are an equal opportunity employer which values equity, diversity, and inclusion in the workplace. We foster a safe and creative work environment, where training and skill development are prioritized, with opportunities and support for career advancement. As a team member at the City of Kawartha Lakes, you may be entitled to the following: Employer paid benefits package, OMERS pension (defined benefit), short-term and long-term disability income replacement, education reimbursement, and other programs that foster innovation, leadership, and career advancement.

Job Title: **Senior Engineering Technician (Infrastructure Design and Construction)**

Wage: \$40.69 - \$44.01 hourly (2023)

Reports To: Supervisor, Capital Projects

Department: Engineering and Corporate Assets

Location: Lindsay, ON

Hours: 40 hours per week

Other: General office environment. Travel throughout the City of Kawartha Lakes may be necessary in accordance with job requirements.

Job Description:

- Manage and oversee environmental assessments on assigned projects
- Oversee Design and Construction of various roads and bridge re-construction projects
- Processing payment certificates, change orders and other budgetary duties in relation to engineering capital projects
- Assist in the preparation and administration of capital, operating and project-related budgets including projections, estimates, cost-control, interim and final reporting
- Responsible for financial control of assigned projects, including documentation, account set-up and closure, purchase orders, change orders and some or all of local improvements, special grants, subsidies, donations, financing, interim and final reporting
- Analyze project and operational costs and activities, making recommendation for efficiencies and level of engineering services required to carry out the work
- Coordinate and oversee the work of external contractors and consulting services

- Perform or coordinate engineering inspection services which may include, but are not limited to: sampling, surveying, construction and traffic counts
- Assist with preparation of Request for Tender, Request for Proposal and Request for Quotation documentation
- Research and prepare engineering reports, technical memoranda and Council reports
- Perform technical reviews providing input, comment or recommendation on assessments, studies, plans/drawings, materials, proposals, agreements, asset management and reports
- Collaborate with staff in all departments to ensure continuity of service(s), providing progress or status reports and comment
- Identify, develop and recommend engineering and procedural improvements, reviewing, evaluating and implementing policies and best practices
- Maintain engineering records, documents and reports, including plans, maps and drawings
- Ensure compliance with applicable legislation, regulations and corporate policy/procedures
- Respond to public enquiries, recording and investigating each instance and recommending follow-up action
- Perform other related duties as assigned

Skills/Education Required:

- Post-secondary diploma in Civil Engineering or a related field
- Minimum five (5) years of related progressive experience in capital project management, road design, water/sewer infrastructure/treatment, construction, infrastructure, technical services and related operations
- Must have or be eligible for the OACETT designation (Ontario Association of Certified Technicians and Technologists); CET designation is preferred
- Experience in the specific area of specialty, development engineering is preferred
- Proficient in Total Station Surveys and layout
- Thorough knowledge of applicable policies, procedures and legislation related to civil engineering
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion
- Demonstrated customer-service and interpersonal skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside the organization
- Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands
- Excellent written communication skills with attention to detail and accuracy
- Self-motivated with a demonstrated ability to function positively in a diverse range of teamwork situations
- Excellent organizational and administrative skills with the ability to work independently
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management
- Demonstrated ability to understand and abide by municipal policies and procedures
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Possess and maintain a valid Ontario Class "G" Driver's Licence
- Upon a conditional offer of employment, a Criminal Record Check will be required

Interested applicants are encouraged review the full job postings on our website and to apply on or before **May 25, 2024** through the Careers page on the City of Kawartha Lakes website: [Click Here](#)

We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process