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## Project Technologist / Engineer - CLOSES: Monday May 16, 2022

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #540

Date Posted: May 2, 2022



Internal / External

**The Corporation of the City of St. Thomas**

Environmental Services Department, Capital Works Service Area,

has a position for a:

**PROJECT TECHNOLOGIST / ENGINEER**

(Full-Time – CUPE 841)

**Job Posting #540-05-22****POSITION SUMMARY:**

This CUPE 841 position, under the general supervision of the Manager of Capital Works, this position undertakes municipal infrastructure projects. The position carries out topographic surveys, prepares design drawings, cost estimates, specifications and tender documents. The position performs contract administration, supports and carries out construction inspection and ensures construction is in general compliance with contract specifications and other applicable standards, regulations and best management practices. This position provides direction and technical guidance to Engineering Technicians, other technicians and students as required.

**MAJOR TASKS:**

Prepares design drawings, reports, cost estimates and tender documents for municipal infrastructure projects related to storm sewers, stormwater management, sanitary sewers, watermains, utilities, surface works and street lighting.

Participates in Public Information Centres (PIC) to present and discuss projects with residents, businesses, institutions and property owners. Prepares presentation material including drawings, maps, graphs, etc as required.

Carries out construction site inspection and contract administration, ensuring general compliance with specifications.

Prepares agendas/minutes and chairs pre-construction and construction site meetings.

Prepares and/or oversees the preparation of payment reports pertaining to construction projects including, but not limited to, quality and quantity of materials used, adherence to specifications and established schedules, payment certificates and change orders.

Participates in the preparation of calculations and records for submission to senior levels of Government for subsidy and audit purposes.

Provides information to consulting engineers regarding design, construction and studies related to capital infrastructure renewal projects or environmental assessment studies.

Monitors projects undertaken by consultants to ensure projects are completed on-time and on-budget.

Attends Utility Coordination Committee meetings and prepares draft municipal utility consents.

Assists in the formulation of the annual capital budget program and long term forecasted budgets related to municipal infrastructure.

Participates in developing and maintaining the "City of St. Thomas Environmental Services Department Engineering Standards" specifications and drawings.

Liaises with Consulting Engineers, Contractors, Developers and the Public on municipal infrastructure issues.

Liaises with other Environmental Services Service Areas regarding condition assessments of municipal infrastructure that may be subject to engineering design for rehabilitation or reconstruction.

Attends to service requests made by the Public pertaining to municipal infrastructure projects.

Participates in research and conducts surveys and studies for the Environmental Services Department and participates in surveys and studies for other Civic operations.

This position must be compliant with all provisions of the Ontario Occupational Health and Safety Act that are related to "Duties of a Supervisor" and "Duties of a Worker."

Performs such other related duties as may be assigned.

#### **QUALIFICATIONS:**

Minimum Civil Engineering Technology Diploma (3 year program), must have or be eligible and willing to obtain a C.E.T. designation from OACETT or be registered as P.Eng. or E.I.T. Must have minimum five (5) years' experience carrying out Municipal Engineering Design utilizing AutoCAD Civil 3D including some field exposure to construction contract administration and site inspection. Must be proficient with MS Office and Outlook. Have demonstrated working knowledge of various Provincial standards, specifications and legislation related to municipal projects. Be competent within the meaning of the current Occupational Health and Safety Act. Able to demonstrate effective project management and communication skills (oral and written) working in a team environment and the ability to deal effectively with consultants, contractors, developers, co-workers and the public.

#### **CONDITIONS OF EMPLOYMENT:**

May be required to work outside and beyond the normal hours of work. The use of a privately owned vehicle may be required. Must possess a valid Class 'G' Ontario Driver's licence.

**Remuneration:** \$37.90 – \$47.38 per hour working 37.5 hours per week plus a comprehensive benefits package.

**Applications must be received no later than Monday May 16, 2022 at 11:59 p.m.**

#### **HOW TO APPLY:**

Go to [www.stthomas.ca](http://www.stthomas.ca) – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

**ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.**

Note: You will be required to answer Qualification questions during the application process.

When your application has been successfully received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

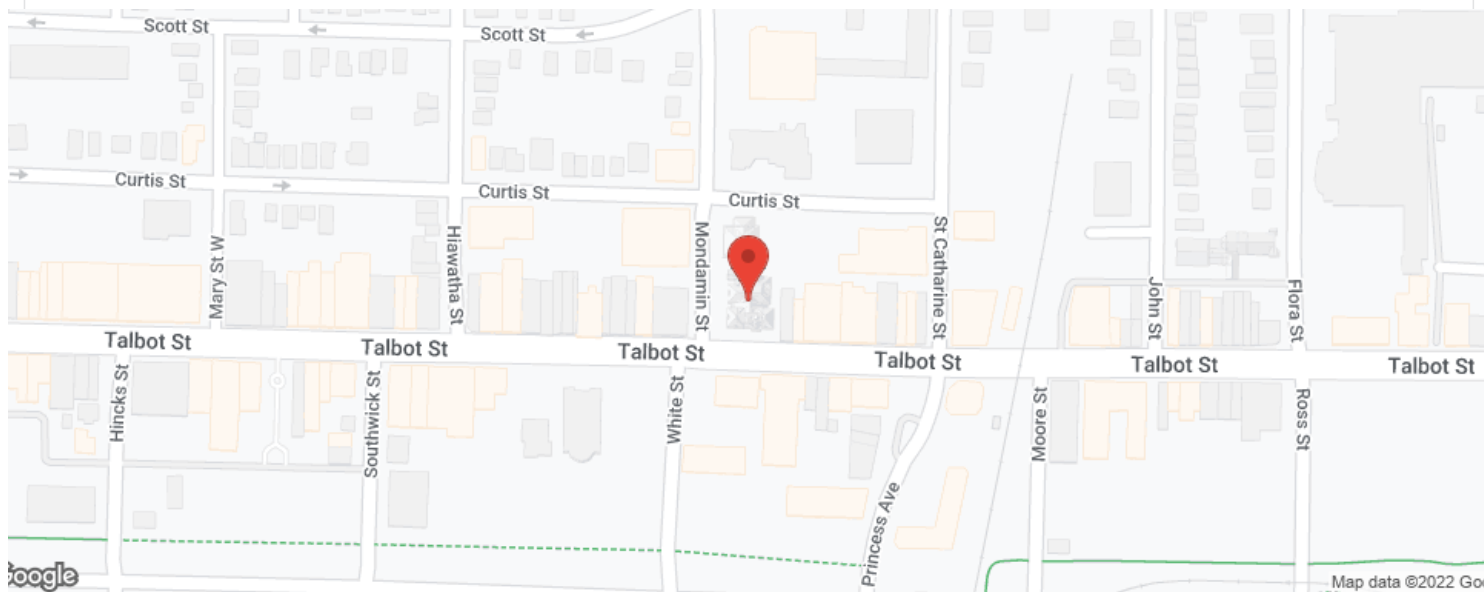
Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

### Other details

Pay Type **Hourly**

Apply Now



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