

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Transportation and Development Technologist **Infrastructure Services Department** (Full-time position, 35 hours per week)

The Town of Orangeville has an opportunity for the position of Transportation and Development Technologist. This position provides engineering and field support for the operations, transportation, transit, and development functions of the Infrastructure Services Department.

Job Duties:

- Co-ordinating and reviewing engineering drawings for development applications; and co-ordinating with other Departments and/or Divisions to provide comments to engineering consultants on various matters relating to Transportation, Public Works, Transit and Operations.
- Writing recommendations and/or clauses on Transportation, Public Works, Transit and Operations matters in development agreements; and co-ordinating and overseeing the subdivision assumption process including preliminary and final acceptance of works, reductions in letters of credit and the preparation of Council reports for final assumption for the approval of senior staff.
- Overseeing the monitoring of construction on development projects to ensure that roads and services to be assumed by the Town are being properly constructed; meeting with Developers and Engineering Consultants to provide feedback and input as relates to Municipal Standards and Construction practices; and reviewing and approving permitting on behalf of the Department including:
 - Municipal review forms for building permit applications;
 - Prepare annual monitoring report for former landfill site and implement any recommendations from the report;
 - Road Occupancy Permits and utility locations permitting;
 - Site Alteration Permit (topsoil removal applications);
 - Driveway Widening applications;
 - Road Closure Applications for construction and community events;
 - Process water rebate applications for Toilets and hot water heaters;
 - Water meter billing, overstrength agreements and billing;
 - Other Applications as required by Policies of Council;
- Co-ordinating the preparation of Requests for Quotations, Requests for Tenders, Requests for Proposals and contracts for the procurement of goods and services

to be provided to the Town by outside suppliers, service providers and contractors; assisting with the preparation of annual budgets for the operations and transportation functions of the Department, including construction estimates, vehicle and equipment estimates and other services as may be required.

- Managing maintenance work being completed by outside contractors and Utility companies, and act as the Department liaison for the Town capital works projects that are co-ordinated by the Department but are designed and project managed by outside consultants; assisting in managing with the administration and maintenance of Town traffic signals and municipal street lighting; and backing up other staff who co-ordinate and manage transit, street tree maintenance, toilet rebate programs, operations functions.
- Other duties as assigned.

Qualifications:

- Diploma in Civil Engineering Technology or related field.
- Registration with the Ontario Association of Civil Engineering Technicians and Technologists as a Certified Engineering Technologist (CET).
- Five (5) to seven (7) years of engineering experience specifically in development construction review, engineering design including the inspections, operation, maintenance, and review of municipal roads and/or water supply, treatment and distribution systems, and/or wastewater collection and treatment systems.
- Experience with the Planning process including Subdivision, Site Plan, and other development related processes.
- Class G driver's license.
- Good verbal and written communication skills; negotiation, diplomacy, and communication skills to support issues resolution; ability to interpret engineering drawings, contracts, and other technical/legal documents; proficiency with Microsoft Office; and strong organization and time management, analytical and financial management skills; conscientious and detail oriented.
- Knowledge of transportation, roads, sanitary, storm and water main design.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.

Salary Range: \$86,619.62 to \$101,322.31, Band 11 on the Town's 2023 Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Alexander, Co-ordinator, Human Resources, no later than 4 p.m. on **Tuesday, May 16, 2023**. Applications may be submitted online or submitted in person to the Town Hall located at 87 Broadway.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are

required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.