



Infrastructure and Right of Way Technologist Development Services

Position Summary

Reporting to the Manager, Infrastructure & Right of Way this position oversees and coordinates activities related to the road allowance and ongoing construction by third parties (utilities) within the Town of Milton. This position is responsible for reviewing and approving all non-development related permit applications for work within the Town's right of way and permit applications for private property as required under the Town's Site Alteration By-law. The position carries out all responsibilities in a manner to ensure work within the Town's road allowance is done safely and to Town standards.

Major Job Responsibilities

Administers, reviews and approves Road Occupancy and Entrance permit applications for all work required in the Town's Right of Way; this includes:

- Detailed technical review and analysis of all permit applications
- Ongoing communication with applicant to facilitate scheduling of work within the Right of Way by the Contractor
- Ensures permit tracking spreadsheet is kept up to date and accurate
- Working with internal staff to develop terms of reference and special provisions for Contractors to facilitate restoration of the Town's Right of Way
- Monitoring issues and developments with respect to permit processes, fees, and restoration standards

Performs site visits and detailed inspections, and approves non-development Site Alteration Permit applications, which includes the following:

- Liaising with both internal (Planning, Development Engineering, Zoning, Licensing and Enforcement) departments as well as external agencies
- Detailed technical review and analysis of applications, and continual communication with the applicant and their agent/consultant to ensure all permit requirements are met
- Works directly with Municipal Law Enforcement Officers to provide engineering opinion on violations to the Town's Site Alteration By-Law

Coordinates the Municipal Consent Process and facilitates and negotiates Municipal Access Agreements with various utilities who are requesting to perform work within the Town's Right of Way; this includes:

- Performing a detailed technical review and approving individual municipal consent applications
- Facilitating and negotiating, along with the Manager and Director of Infrastructure, Municipal Access Agreements with the various utilities
- Responsible for the implementation of a web-based permit tracking application that is to be used by all utilities when applying for Municipal Consent permits

Monitors and manages locate requests for Town owned infrastructure within the public right of way; this includes:

- Liaising with Ontario One Call to ensure coverage is up to date
- Liaising, providing direction to, and negotiating contract terms with the Town's locate service provider to ensure locates are completed within the legislated timeframe, and reviewing and approving for payment the invoices for locate services; includes working with Purchasing staff to prepare request for proposals as may be required from time to time;

Education and Experience

- Three (3) year post-secondary Diploma in Civil Engineering Technology
- Minimum three (3) years of progressive experience in the construction field, with hands on inspection, working with utility contractors and approving and coordinating permit applications for work within a Municipal setting

Certificates and Designations

- Full certification as a Certified Engineering Technologist (C.E.T.) and Road Construction Junior Inspector (RCJI) in good standing with the Ontario Association of Certified Engineering Technologists and Technicians (OACETT)
- Additional Ontario Good Roads Association or OACETT courses in construction and roadway inspection
- Eligible to obtain Road Construction Senior Inspector (RCSI) certification with OACETT

Additional Job Skills

- Working knowledge of pavement management systems and principles
- In depth and thorough understanding of civil infrastructure systems related to road structure, drainage and storm water management
- In depth knowledge of related regulations and standards: Ontario Provincial Standards (OPS), Transportation Association of Canada (TAC), Ministry of Transportation (MTO)
- Proficient in Windows based software including Word, Excel, PowerPoint and Outlook.
- Familiarity with AutoCAD and GIS platforms
- Excellent communication (written and oral), interpersonal and customer service skills
- Strong organizational and time management skills
- Ability to work under pressure, with conflicting priorities, and with multiple deadlines
- Strong negotiation and conflict resolution skills
- Must possess a valid class "G" Ontario driver's license, and have use of a personal vehicle on a daily basis
- Working knowledge of pavement management software solutions and AMANDA software is considered an asset

Salary Range: \$78,794 - 98,492 (based on 35-hour work week)

Interested applicants should apply online at www.milton.ca under the Careers section by **11:59 pm on September 5, 2023.**

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.