

Job Opportunity

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

Public Works Technologist **Infrastructure Services Department** (Full-time position, 35 hours per week)

The Infrastructure Services Department is hiring a Public Works Technologist to oversee construction and maintenance contracts. Responsibilities include procurement, contract execution, budget management, and project supervision. The role also involves assisting staff in procuring consultants, contractors, and suppliers in line with the Town's Procurement Policy.

Job Duties:

- Leading a multi-year construction and maintenance program, including co-ordinating asphalt repairs, curb/sidewalk replacements, crack sealing, drainage modifications, culvert replacement, manhole rehabilitation, sanitary/storm sewer inspections, and fire hydrant snow clearing; preparing pre-budget estimates, managing budgets, inspecting completed work; signing invoices; and serving as primary contact for third-party contractors.
- Leading cost estimate preparation for annual program budgets; managing tendering processes for consultants and contractors in the various maintenance programs; handling inquiries, site visits, and contract execution; monitoring contractor and consultant performance, tracking expenditures; and assisting staff in determining optimal procurement activities.
- Leading tender preparation, managing contractors, and assisting with infrastructure database development, including GPS mapping and converting engineering drawings to digital format; and supporting annual operating budget development for construction and maintenance work programs.
- Serving as back-up for Infrastructure Services staff when needed; and supporting the management and administration of water softener and toilet rebate and water meter maintenance programs.
- Other such duties as assigned.

Qualifications:

- College 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).

- Minimum of five (5) years' experience in Operations, Public Works and/or other civil related engineering field.
- Experience in contract management in a municipal environment and/or other civil related engineering field.
- Experience using computers including Outlook, Word, and Excel.
- Showcase strong attention to detail and effective communication skills, both verbally and in writing.
- Demonstrate the ability to work autonomously while also contributing as a collaborative team member.
- Project Management Professional (PMP) with the Project Management Institute is considered an asset.
- Experience with the Bidsandtender program is considered an asset.
- Experience in project management, road operations and construction in a municipal environment is considered an asset.

The successful candidate will be required to complete a Criminal Record Check, in accordance with the duties of this position.

Salary Range: \$88,785.06 to \$103,865.96, Band 11 on the Town's 2024 Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Monday, March 4, 2024**. Applications may be submitted online or submitted in person to the Town Hall located at 87 Broadway. Please do not email your application.

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.