

Job Opportunity

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

Transportation Technologist Infrastructure Services Department

(Full-time position, 35 hours per week)

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

Job Duties:

- Co-ordinating Orangeville Transit System operations, including equipment procurement, budget compliance, and service management; leading data collection, AODA compliance, and legislative adherence; leading the preparation of mapping, schedules, procurement and communications preparation; and creating Council reports and presentations and attending Council as required.
- Co-ordinating and reviewing site plan and subdivision drawings, providing technical comments to staff and developers; completing on-site construction inspection, ensuring compliance with approved plans, Municipal and industry standards, and resolving disputes; receiving, reviewing, and approving permit applications; and facilitating the Public Utilities Co-ordinating Committee to align external work with planned municipal projects.
- AutoCAD drafting for Department functions (tenders, reports, standards, and the cemetery); co-ordinating and maintaining Town standards/policies for corridor, traffic management, and transit; and leading projects like the transportation master plan and active transportation engineering/design.
- Leading the development, maintenance, and co-ordination of the Department's Infrastructure database, including converting engineering drawings to digital formats, managing operating and maintenance data, and overseeing data collection; and assisting with the preparation of tenders, reports, estimates, and presentation materials as directed.
- Facilitating construction development/review and maintenance work, encompassing tasks like asphalt and sidewalk repairs, ditching, drainage modifications, and culvert replacement as directed; and serving as a back-up to other staff during absences or vacations.
- 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).
- Minimum of (5) five 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.
- Proficient in Transit Delivery and Operations, as well as the planning process, including Subdivision, Site Plan, and other development-related procedures.
- 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.

The successful candidate 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: \$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.