

Job Opportunity

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

Project Technologist – Capital Works **Infrastructure Services Department** (One-year contract position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to nearly 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a value based, thriving and collaborative work environment that supports our employee's success. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town of Orangeville has a contract opportunity available for the position of Project Technologist – Capital Works. This position will plan and manage the design and construction of municipal infrastructure and transit projects, including roads, water supply, distribution, metering, sanitary sewer collection and treatment, storm water management, Fleet procurement and other assigned projects for the Infrastructure Services Department.

Job Duties:

- Managing contractor and consultant contracts. Ensuring compliance to relevant tender documents and required
- Reviewing and approving final designs and contract specifications from a technical and administrative perspective to ensure that they meet industry and corporate standards and the terms of reference.
- Determining if project change orders should be approved.
- Representing the Town at all project meetings, acting as a liaison with the public, and co-ordinating public consultations.
- Ensuring that the project costs during both the design and construction phases remain within approved budgets; reviewing invoices and Progress Payment Certificates and recommending that senior management approve payments.

- Managing contractor and consultant contracts to ensure compliance to relevant tender documents regarding Transit; developing new route structure using high-level routes provided by consultant.
- Completing applications and preparing required reports for federal and/or provincial funding programs; preparing capital project cost estimates and descriptions for inclusion on the capital budget.
- Recommending strategies to increase project management maturity within the Infrastructure Services Department.
- Other duties as assigned.

Qualifications:

- College Diploma in Civil Engineering Technology or related discipline.
- Minimum five (5) years of related experience in the water/wastewater or roads infrastructure industry, municipal environment experience would be considered an asset.
- Valid Ontario Class G drivers licence with a good driving record.
- Certified Engineering Technologist (CET) designation would be considered an asset.
- Ability to interpret engineering drawings, specifications, contracts and other technical/legal documents.
- Ability to work within approved budgets and to recommend and/or take appropriate action to keep projects on budget and on schedule.
- Proficiency with Microsoft Outlook, Microsoft Word and Microsoft Excel.

Salary Range: \$83,476.30 to \$97,655.46, Band 10 on the Town's 2024 Salary Pay Grid, plus a contract 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 **Monday, July 8, 2024**. 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.