



## **JOB DESCRIPTION**

The Corporation of the City of Orillia has an opening for the contract position of EIS Technologist in the Facilities, Climate Change and Operations Division of the Environment and Infrastructure Services Department for one year.

## **DUTIES**

- Assist in the development of work plans and maintenance planning across various business areas within the Department (i.e., Roads, Parks, Facilities, Stormwater, Water and Wastewater, Waste, etc.).
- Coordinating and completing review and comments on development applications, permit applications, etc.
- Perform data reporting, collection, maintenance, and analysis using various databases, GIS, CityWide and other applicable software.
- Ensure safety and project completion and quality by completing inspections for capital, operations and other projects, prepare staff reports, memorandum, and correspondence, and assist in addressing resident/community group issues and communications.
- Develop tender documents and the procurement process for the various business areas within the Department.
- Participate in asset management including providing input for Master Plans, updating asset condition and plans, and implementing recommendations.
- Champion change management for the Department and affected business areas. Apply change management methodologies to optimize operational processes, ensure seamless transition, and communicate and train impacted staff.
- Liaise and provide assistance to other City departments, agencies, outside stakeholders, municipalities, utilities and developers on operations, improvements, and applicable projects and initiatives.
- Participate in departmental management functions including Joint Health and Safety and Labour Management Committees, as required.
- Assist with and prepare reports, make recommendations/presentations and attend Council, community group, public and/or other meetings, as required.

## **QUALIFICATIONS**

- Three-year post-secondary education (degree or diploma) in a related field, i.e., Civil Engineering Technologist Program.
- Professional designation for C. Tech or CET designation and member in good standing with OACETT (Technologist) an asset.
- Minimum of two years of progressive, related technical experience.
- Good working knowledge of the MECP Stormwater Management Planning and Design Manual, Onsite and Excess Soil Management regulation, Ontario standard specifications and drawings, Transportation Association of Ontario Geometric Design Guide for Canadian Roads, the Ontario Traffic Manual, Municipal Act, Highway Traffic Act, and the Occupational Health and Safety Act.
- Excellent public relations, presentation, report writing, budgeting and work management skills with the ability to work effectively in a team setting.
- Strong computer skills using MS Office applications including Word, Excel, Outlook, and the Internet.



City of Orillia  
Environment and Infrastructure Services Department  
Facilities, Climate Change and Operations Division  
EIS Technologist (Contract)

- Possess a valid class 'G' Ontario's driver's licence with a current and acceptable Driver's Abstract.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

Compensation for this position is \$80,870 to \$94,608 for a 40-hour work week. Interested applicants are invited to apply by June 14<sup>th</sup>, 2024 at noon.

**Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>**

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001, S.O. 2001, c. 25.*, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.