



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Stormwater Technologist

(CUPE 905.03.05)

(Job ID# 2025.18)

<b>Department:</b>	Operations and Infrastructure
<b>Division:</b>	Roads
<b>Status:</b>	Permanent, Full Time
<b>Hours of Work:</b>	40 hours per week
<b>Number of Positions:</b>	1
<b>Wage Range:</b>	\$38.90 - \$43.21 per hour
<b>Date Posted:</b>	February 14, 2025
<b>Date Closing:</b>	February 28, 2025

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose:**

Reporting to the Manager of Operations, this position assists in the planning, design, review, operation, maintenance, inspection, record keeping and reporting of municipal stormwater infrastructure. Also responsible for the ongoing development and maintenance of the Town's Salt Management Plan, among other duties. ***For full details and qualifications, please see attached job description.***

### **Minimum Qualifications**

- Post-secondary degree or diploma in Civil Engineering or related program from an accredited College or University
- Currently Registered or eligible to be registered with OACETT as a Certified Engineering Technologist C.E.T. designation or E.I.T. considered an asset
- Minimum three (3) years previous related work experience in a civil/municipal engineering environment with a focus on stormwater/drainage management
- Demonstrated ability to effectively use GIS software and Computer Aided Design Software (ArcMap, AutoCAD and Arc online), as well as engineering surveying equipment
- Valid Class 'G' Driver's license and reliable vehicle; Drivers Abstract deemed as satisfactory by the Town

### **How to apply**

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the [www.georgina.ca/careers](http://www.georgina.ca/careers) no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

### **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process, ensuring that all applicants have equitable access to employment opportunities. As we grow, it's important that our workforce reflects the diversity and experiences of the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an

accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

## JOB DESCRIPTION

<b>Title:</b>	Stormwater Technologist	<b>Position #:</b>	
<b>Department:</b>	Operations and Infrastructure	<b>Division:</b>	Road Operations
<b>Reports To:</b>	Manager, Operations		
<b>Direct Reports:</b>	None		
<b>Indirect Reports:</b>	Temporary staff, engineering students, contractors		
<b>Employee Group:</b>	CUPE 905.03		

### Position Summary

Reporting to the Manager of Operations, this position assists in the planning, design, review, operation, maintenance, inspection, record keeping and reporting of municipal stormwater infrastructure. As well this position is responsible for the ongoing development and maintenance of the Town's Salt Management Plan.

### Responsibilities

- Develop, deliver, analyze and make recommendations related to stormwater management and associated studies to improve stormwater treatment and drainage and to ensure public safety is maintained and liability always minimized.
- Undertake data collection and analysis for stormwater activities and prepare recommendations for senior staff on operational practices
- Undertake various stormwater studies and prepares recommendations and reports for Town Council
- Inspect Stormwater assets and compile defect lists and repair strategy for maintenance programs (Ditching, Culvert repair and replacement, catch basin cleaning, OGS maintenance, storm pond inspections and minor repairs) to ensure optimized stormwater management
- Undertake topographical survey of Town lands using GNSS equipment, total station and GPS survey equipment, and design layouts for implementation of drainage improvements.
- Develop interim solutions to drainage concerns while establishing and coordinating the implementation of the larger repairs necessary to address complete catchment areas.
- Work closely, under the guidance of the Operations Manager, with operational field staff a long with capital project managers to deliver the required works to establish positive drainage.
- Update by-laws and drafts council reports regularly
- Assist with the operation maintenance, inspection, record-keeping, and reporting for all municipal stormwater infrastructure assets.
- Assist in the annual budgeting process including monitoring and managing operational and capital budgets for contracted services for the Division
- Develop requests for proposals, tenders and technical specifications for contracted and consulting services related to stormwater management.
- Accountable for all financial and operational deliverables associated with contracts including project budgets, estimates, meetings, documentation, deliverables, field-oversight, and contract close out, according to the provisions of contract
- Ensure all Town standards and provincial standards are met at all times, in-line with the needs of the Town

- Leverage industry standards, knowledge and experience to provide solutions of repair or replacement on various municipal infrastructure types
- Provide staff resources and technical support to various Advisory Committees of Council.
- Participate in Technical Committees formed by the Regional Municipality of York, LSRCA and other local municipalities and other external agencies
- Provide customer service and respond to technical inquiries from the public and external stakeholders and agencies related to stormwater management
- Prepare presentation materials for, and attend meetings with the public as a representative of the Town; present information on Departmental functions and capital projects
- Prepare written communication, newsletters, information articles and website content, in draft format, for use by Corporate Communications and senior management with respect to departmental business plans and operations.
- Provide support, in-field and in-office, to the division Manager as required
- Manage the work order system as assigned
- Provide technical review and comment on land development applications with respect to Stormwater management
- Ensures that all work designed and delivered holds public safety as a first priority
- Participates in the Town's Health & Safety Program; complies with the Occupational Health and Safety Act, other applicable legislation and best practices
- Maintain knowledge of and adhere to all Town of Georgina Policies and Procedures
- Participate in ongoing training and development and ensures all mandatory requirements are met and maintained
- Work with compliance staff to ensure CLI ECA is adhered to and provide the required support to ensure its compliance
- Responsible for the Town's Salt Management plan and its constant improvement and evolution to include trials and best current practices that exhibit responsible salt usage.
- Review watershed/subwatershed plans, stormwater management plans and drainage plans.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

## **Minimum Qualifications**

### **Education and Training**

- Post-secondary degree or diploma in Civil Engineering or related program from an accredited College or University
- Currently Registered or eligible to be registered with OACETT as a Certified Engineering Technologist C.E.T. designation or E.I.T. considered an asset

### **Experience**

- Minimum three (3) years previous related work experience in a civil/municipal engineering environment with a focus on stormwater/drainage management
- Up to one (1) year on the job for the period of adjustment, orientation, and adaptation

### **Knowledge**

- Knowledge of drainage, stormwater systems and design, and regulating by-laws

- Knowledge of linear infrastructure construction specifications and contract administration practices
- Knowledge of relative Acts inclusive but not limits to: Drainage and Municipal Act.
- Knowledge of CLI ECA requirements in relation to Stormwater
- Local drainage and watercourse within the Lake Simcoe watershed
- Salt management Plans and related Best Management Practices for Salt usage.

### **Competencies**

- Demonstrated ability to effectively use GIS software and Computer Aided Design Software (ArcMap, AutoCAD and Arc online)
- Database management
- Strong verbal and written communication skills
- Demonstrated ability to use engineering surveying equipment
- Computer proficiency including MSOffice Suite
- Exceptional customer service skills, including the ability to communicate effectively with the public

### **Physical Demands and Working Conditions**

- Normal office conditions and in-field work
- Ability to work in all weather conditions inside and outside of normal business hours
- May be required to work evenings or weekends to attend meetings
- Ability to carry and operate equipment including, survey equipment and tools as required
- Valid class 'G' Driver's license with no more than 7 demerit points
- Frequently entering overgrown areas of brush
- Traversing through, and across ditches and drainage courses with various slopes