

**Posting # 2709****Job Title:** Water/Wastewater Condition Assessment and Analytics Technical Co-ordinator**Division:** Infrastructure Capital Planning**Department:** Growth and Infrastructure**Initial Reporting Location:** Frobisher**Job Status:** Permanent Position**Number of Vacancies:** 1**Affiliation:** Non union**Hours of Work:** 70 hours bi-weekly**Shift Work Required:** n/a**Range of Pay:** Group 8 - \$2,344.30 to \$2,759.40 bi-weekly (Subject to Review)**The start date will follow the selection process.**This position is eligible to [work remotely](#) on a part-basis.**Main Function:** Performs technical functions in support of the Water/Wastewater Condition Assessment and Analytics Program.**Characteristic Duties:** Under the general direction of the Program Lead, Water/Wastewater Condition Assessment and Analytics.

1. Execute prescribed technical procedures, safe work practices and work plans safely. Follow all applicable regulatory requirements and contract specifications.
2. Generate deliverable documentation including technical reports, letters, summaries, data sheets, graphs, proposals, and qualification packages.
3. Ensure technical quality of studies and project delivery.
4. Interact with internal staff, community partners, stakeholders, regulators, and subcontractors regularly. Present and discuss outcomes as required.
5. Assist with the administration of various Water/Wastewater Condition Assessment and Analytics programs and initiatives under the guidance of the Program Lead, Water/Wastewater Condition Assessment and Analytics (e.g., Private Lead Water Services Program, etc.).
6. Participate in project management meetings. Liaise with other divisions to coordinate projects.
7. Assist with networking initiatives to develop new relationships to further objectives of the Water/Wastewater Condition Assessment and Analytic Program.
8. Remain current with new advancements in the industry.
9. Assist with data collection from various internal and external sources.
10. Assist with basic interpretation of and verifying compliance with applicable codes and engineering standards and practices.
11. Analyze proposed project solutions to ensure reliability, resource efficiency, and cost-effectiveness.
12. Assist with the development of new business processes to support improving the quality of information available for asset management.
13. Use GIS tools to create and analyze information for the Asset Management Plan and prioritize capital projects.
14. Collaborate with program team members on other group initiatives including supporting capital projects, field investigations, education and outreach to the broader community on program priorities.
15. Direct and supervise students and contract staff as required. Participate on hiring panels as required.
16. Develop and maintain a thorough working knowledge of City of Greater Sudbury's (CGS's) Safety Manual and the applicable provincial legislation listed therein.
17. Perform other related duties as required.

**Qualifications:**

**Education and Training:**

- Successful completion of a university degree in an appropriate engineering discipline from a recognized university with Canadian accreditation.
- Enrollment in the Engineering Intern (EIT) Program through Professional Engineers Ontario is considered an asset.
- Additional education initiatives to update and expand competencies.

**Experience:**

- Minimum of six (6) months of directly related and responsible experience.
- Previous Engineer-In-Training experience considered an asset.
- GIS experience considered an asset.

Or

**Education and Training:**

- Successful completion of a college diploma in a related discipline (e.g., Civil, Chemical, Environmental or Mining Engineering Technologist/Technician) or other related discipline from a recognized community college with Canadian accreditation.
- Must be certified or eligible for certification as a Certified Technician (C.Tech.) or Certified Engineering Technologist (C.E.T.) designation in Ontario.

**Experience:**

- Minimum of eighteen (18) months of directly related and responsible experience.
- GIS experience considered an asset.

**Knowledge of:**

- CGS's priorities.
- Applicable legislation and related regulations.
- Solid understanding of provincial and federal regulatory requirements.
- GIS and Autocad is an asset.
- Current and emerging management issues within CGS as they affect Growth and Infrastructure.
- Best practices within areas of responsibility.
- Horizontal linkages to other relevant governmental levels and services as well as the private sector.

**Abilities to:**

- Effectively and efficiently problem-solve, tackle new assignments, and multi-task in a busy work environment.
- Learn and adapt to complex topics and concepts; able to work independently as well as part of a team.
- Work in a fast-paced environment and able to carry out assignments with minimal supervision.
- Understand and meet the needs of customers.
- Strong written and verbal communication skills and the ability to perform detailed analysis in various software programs.
- Work with computer software and administrative systems in a Windows environment (e.g., file maintenance, word processing, spreadsheet applications, information input, and retrieval, etc.).
- Create and respond appropriately to a continuous learning environment.
- Balance conflicting demands from stakeholders.
- Respond quickly to emerging opportunities or risks.

**Personal Suitability:**

- Mental and physical fitness to perform essential job functions.

**Language:**

- Excellent use of English; verbally and in writing.

**Other Requirements:**

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

**Competencies:** [Competency Library - Level 2 Proficiency \(Supervisory\)](#)**How to Apply:**

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume **before 11:59 p.m. on Friday, February 28, 2025**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

#### **Live outside Canada or new to Canada?**

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

#### **Contact Us:**

For technical difficulties, issues, questions or accommodations with an application made online email [myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca)