

**ENGINEERING TECHNOLOGIST**

RECRUITMENT 2025-PW-17

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for **one (1)** full-time permanent **Engineering Technologist**. Reporting to the Supervisor of Engineering, the Engineering Technologist will support the Department with infrastructure management systems, technical reviews, field surveys, project management, works inspections and supervision of contractors. The position will also assist in the preparation of tenders, contracts and agreements.

**Key Duties and Responsibilities:**

- Responsible for project management duties for capital works projects including work on bridges, roads, water, sewer and drainage infrastructure.
- Performs technical reviews on development applications.
- Carries out pre-engineering activities such as geotechnical investigation, topographical survey, infrastructure condition review, and coordinates with utility locate contractors.
- Assists with preparation of Departmental correspondence, tenders, procedures, presentations and reports as required.
- Assists the Supervisor with the preparation of operating and capital budgets for engineering projects.
- Assists with maintenance of infrastructure records, mapping, and Geographical Information Systems.
- Supports the municipal Asset Management program through maintenance of asset inventories, condition assessments, risk management reviews and planning for lifecycle replacement.

**Skills and Qualifications:**

- College Diploma from a three-year program in Civil Engineering Technology.
- Member of the Ontario Association of Certified Engineering Technicians and Technologist with a Certified Engineering Technologist designation in good standing.
- Three (3) years of practical experience, preferably in a municipal government setting.
- Valid Ontario Driver's License (Class G) with clean Drivers Abstract.
- Knowledge and experience with civil construction, tendering and contract administration;
- Excellent computer skills. Proficient in use of Microsoft Office 365, Autodesk Civil 3D, GIS and survey equipment/software.
- Excellent written and oral communication skills.

**Position Type:** Non - Union, Full-time, permanent

**Hours of Work:** 37.5 hours per week

**What we Offer:**

**Wages:** Band I of the pay grid system (\$38.47-\$44.74) per hour

**Benefits:** A comprehensive benefit package, wellness plan, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

**How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-PW-17 by **Thursday March 20, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at [careers@smithsfalls.ca](mailto:careers@smithsfalls.ca)

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.*



**SMITHS FALLS**

RISE AT THE FALLS

**TOWN OF SMITHS FALLS**

**JOB DESCRIPTION**

<b>POSITION:</b>	Engineering Technologist
<b>DEPARTMENT:</b>	Public Works
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	Band I
<b>SUPERVISOR:</b>	Supervisor of Engineering
<b>REVISION DATE:</b>	February 2025

**POSITION SUMMARY AND SCOPE:** Working under the supervision of the Supervisor of Engineering, the Engineering Technologist will support the Department with infrastructure management systems, technical reviews, field surveys, project management, works inspections and supervision of contractors. The position will also assist in the preparation of tenders, contracts and agreements.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for project management duties for capital works projects throughout the municipality including work on bridges, roads, water, sewer and drainage infrastructure;
- Performs technical reviews on development applications relating to building permits, site plan control, plans of subdivision, zoning amendments and severance applications;
- Carries out pre-engineering activities such as geotechnical investigation, topographical survey, infrastructure condition review, and coordinates with utility locate contractors;
- Assists with preparation of Departmental correspondence, tenders, procedures, presentations and reports as required;
- Assists the Supervisor with the preparation of operating and capital budgets for engineering projects;
- Assists with maintenance of infrastructure records, mapping, and Geographical Information Systems;
- Responds to public concerns and inquiries in a timely and suitable manner;
- Supports the municipal Asset Management program through maintenance of asset inventories, condition assessments, risk management reviews and planning for lifecycle replacement;
- Perform other duties as may be assigned by the Supervisor of Engineering.

**EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

- College Diploma from a three-year program in Civil Engineering Technology;
- Member of the Ontario Association of Certified Engineering Technicians and Technologists with a Certified Engineering Technologist designation in good standing;
- Three (3) years of practical experience, preferably in a municipal government setting;

- Valid Ontario Driver's License (Class G) with clean Drivers Abstract.

**SKILLS AND COMPETENCIES:**

- Knowledge and experience with civil construction, tendering and contract administration;
- Excellent computer skills. Proficient in use of Microsoft Office 365, Autodesk Civil 3D, GIS and survey equipment/software;
- Excellent written and oral communication skills;

**WORKING CONDITIONS:**

- Inside and outside work in all seasons and weather conditions.
- Must be able to lift 50lbs routinely.
- Required to work 37.5 hours per week.
- Required to commit to overtime Monday to Friday as well as some weekends.

**WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	Director of Public Works, Support Staff
<b>EXTERNAL</b>	Contractors, Stakeholders, General Public