



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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The Engineering Department is looking to fill one (1) permanent full time vacancy into either of the positions outlined below depending on qualifications:

**Posting # CUPE 13.25 – (descriptions updated) REPOST**

**Position / Wage:**

Senior Municipal Technologist - \$31.91 - \$39.89 per hour

OR

Junior Municipal Technologist - \$30.53 - \$38.15 per hour

**Opportunity for job progression within the Municipal Technologist roles is available for candidates when qualifications are met.**

**Status:** Permanent Full Time – 40 hours per week

**Employee Group:** CUPE 4700

**Division:** Public Works

**Department:** Engineering and Asset Management

**Reports To:** Project Manager, Engineering

**Location:** Simcoe, ON (Norfolk County) – with remote, site and office work as required

**Posting Period:** June 24, 2025 to July 8, 2025

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**How to apply:**

Follow the link below for the application process (be advised Workable no longer supports Internet Explorer, to access this link you will require Google Chrome or Microsoft Edge):

<https://apply.workable.com/j/5DCC96625D>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.



- Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](http://Employment at Norfolk County - NorfolkCounty.ca)

**Basic Function:**

Provide assistance and support in all areas of project management relating to various County engineering and transportation projects and programs. This includes but is not limited to the preparation, review and execution of procurement documents, preparation and execution of engineering documents such as transportation safety, traffic control, transportation planning, certification of progress payments, attend site meetings as Norfolk County representative, perform site inspections, issue change-orders and coordination of contracts, projects and consultant assignments

**SENIOR MUNICIPAL TECHNOLOGIST**

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**Knowledge and Experience:**

- Post-secondary education with minimum three (3) year Community College diploma in Civil Engineering studies or other relevant education such as Civil, Transportation, Construction or Civil Engineering Technology
- Three (3) years related experience required with progressive responsibilities, municipal engineering or municipal transportation experience preferred.
- Certified Engineering Technician or Technologist (C,Tech C.E.T.) and a member of the Ontario Association of Certified Engineering Technicians and Technologists is preferred
- Specific experience in computer applications related to municipal engineering such as Synchro, AutoDesk (AutoCAD, Civil 3D) and ESRI suites, Total Station surveying and data management would be an asset.

**JUNIOR MUNICIPAL TECHNOLOGIST**

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**Knowledge and Experience:**

- Post-secondary education with minimum three (3) year Community College diploma in Civil Engineering studies or other relevant education such as Civil, Construction, Transportation or Civil Engineering Technology
- One (1) year related engineering experience required, municipal engineering or municipal transportation experience preferred.
- Certified Engineering Technician or Technologist (C,Tech C.E.T.) and a member

of the Ontario Association of Certified Engineering Technicians and Technologists is preferred

- Specific experience in computer applications related to municipal engineering such as Synchro, AutoDesk (AutoCAD, Civil 3D) and ESRI suites, Total Station surveying and data management would be an asset.

**Skills and Abilities:**

- Field experience in construction, maintenance or inspection of civil works (ie. roads, bridges, watermain, sanitary and storm sewer)
- A good understanding of municipal traffic engineering principles, engineering standards, and resources such as OTM, HTA, and TAC
- Experience with completing warrants for traffic control and protected pedestrian crossings
- Able to coordinate and analyse various traffic studies to produce recommendations for traffic operations and road safety issues.
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health & Safety Act
- Sound technical knowledge of municipal construction standards and methods.
- Solid understanding of policies and legislation relative to responsibilities.
- Knowledge of business processes and financial management methods to assist with the development of project specific budgets
- Interpersonal skills to establish and maintain relations with others including County staff, peers within other organizations, consultants, contractors, agencies / organizations and the public and to resolve project-related complaints / disputes / issues.
- Research, analytical, problem solving and decision-making skills to enable the assessment of issues / situations, develop options and make decisions necessary for the effective and efficient management of projects.
- Communication skills (listening, writing, verbal) to provide clear direction to those impacted by, involved in / working on projects, to ensure solid understanding of work requirements, work guidelines and to encourage and sustain consensus building to make decisions.

- Time management / organization skills to identify priorities, re-arrange work if required to meet identified deadlines.
- Valid Ontario Drivers license and access to a reliable vehicle.

### **Computer Expertise;**

- Proven ability to use desktop or department / division specific software packages on their own or combine information from different software packages to get the desired result.
- Solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently.
- Knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to develop complex spreadsheets for analysis or presentation of data (including use of formulae)

### **Duties and Responsibilities:**

- Provide project support for the design and implementation of municipal infrastructure projects, through pre- engineering, design and construction administration
- Assist in the preparation of tenders/quotes/RFP's and cost estimates
- Assist the Project Manager in the management of consultants
- Review consultants' work from a technical perspective to ensure that their designs are complete and meet corporate standards and all terms of reference.
- Assist in the management of tenders and quotes, both those prepared by consultants, and those prepared by County staff.
- Administer and provide effective project and contract management on various capital projects, under the supervision of the Project Manager
- Ensure adequate site inspections and work is carried out in a satisfactory manner
- Ensure a high degree of safety on construction sites, for survey operations and for the travelling public
- Ensure Health and Safety practices are implemented by consultants and

contractors

- Organize onsite inspections for capital projects to ensure conformity to standards and specifications
- Ensure conformity and approve municipal consents
- Assist Project Manager on technical matters regarding design, traffic data, by-laws, tendering and reports to Council
- Assist Project Manager in defining project scope and requirements
- Ensure all aspects of tendering process are adhered to, from preparation, advertisement, closing and award of Council approval
- Analyse and interpret quality assurance results regarding various materials
- Analyse construction methods and advise/implement most cost effective and efficient process
- Assist with program for County wide traffic studies
- Complete technical warrants and produce recommendations as it relates to traffic control, speed limits, and protected pedestrian crossings
- Undertakes field investigations and recommends improvements related to traffic operations and safety, and roadway/intersection illumination
- Provides comments and supports the review of Traffic Impact Studies (TIS)
- Develop the program and organize field layout for pavement hazard and delineation markings and sign replacements, in coordination with the Roads Department
- Operate survey equipment in the completion of construct layout, pre-engineering and topographical surveys
- Prepare field notes containing survey sketches and calculations and prepare construction plans using field notes
- Complete technical review of engineering drawings and calculations submitted by consulting engineers
- Complete technical peer review of engineering drawings and calculations for

submission to the MECP as part of the Municipal Transfer of Review process and/or Municipal Drinking Water Licence process

- Perform other duties as assigned

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.