

City of Kingston

Engineering Technologist Public Works

Job Number: J0825-0111

Bargaining Unit: CUPE, Local 109

Job Type: Regular Full-time

Salary: \$39.64 - \$46.38/ hour

Comprehensive Benefit Plan paid by employer

Defined Benefit Pension Plan-OMERS

Hours of Work: 35 hrs/week

Closing Date: September 25, 2025



Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

Position Summary

*** Please note the rates of pay for this position are currently covered under a Temporary Market Adjustment. This adjusted rate will be reviewed and evaluated December 31, 2025; therefore, it is not permanent and not guaranteed. ***

Reporting to the Public Works Supervisor , the Engineering Technologist supports the operation of the City's corridor control including all on-road and off-road facilities such as pathways, sidewalks, cycling infrastructure, roadways, and other publicly managed areas.

This position is responsible for the review, processing and issuance of corridor control permits, including onsite compliance. This individual must interpret drawings and ensure compliance with the City, Provincial and Federal legislation.

This position participates in the evaluation, design and alteration of City transportation infrastructure, conducted primarily within the City's corridors, and ensures compliance with approved City permits, agreements, regulations and acts. This position works in collaboration with all City departments, utility companies, contractors, residents and other stakeholders to offer guidance, explain terms and conditions, and review all documentation for accuracy and completion. This position evaluates and processes applications for work conducted, activities, and use within the right-of-way and will conduct field evaluations of related activities to monitor for compliance.

KEY DUTIES & RESPONSIBILITIES:

Monitor the City's transportation corridors as requested including regulatory signage, deploying equipment, and monitoring permit holder operations

Review applications, plans and issue permits including encroachment, cut, oversize/overweight load, sidewalk patio, entrance, road closure/lane closure, site alteration and others as required

Conduct construction site and road corridor field evaluations to ensure compliance with approved permits, municipal by-laws, guidelines, regulations and applicable acts and assess for any damage to municipal infrastructure

Provide guidance, instruction, interpretation and direction to stakeholders and contractors working in the transportation network and right of way based on technical standards, guidelines, and policies

Calculate oversize load restrictions, investigate load permit routes, escort loads and monitor traffic control

Prepare invoices and deposits for contractors, utilities, and business owners allocating funds accordingly

Respond to inquiries provide information as required to various City departments, government agencies, residents, consultants and stakeholders

Support and provide coverage for Public Work services as required

Must provide superior customer service to City staff, the development/contractor community, residents and all other stakeholders, as applicable

Support and provide coverage for division and other T&PW service deliveries, as required

Other duties as assigned

Qualifications, Competencies

3 year diploma in civil engineering technology or equivalent is required

3 years of related development experience in construction and engineering in a municipal environment is required

Registration with or eligibility for registration with the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.) is required

Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Skills, Abilities, Work Demands

Demonstrated ability to effectively process and summarize technical information, communicate with all stakeholders, both verbally and in writing

Demonstrated ability to solve complex problems and provide solutions

Strong communication and negotiation skills in order to direct and guide consultants, staff and developers and other business units within the City of Kingston and outside agencies for the purpose of relaying information and providing recommendations

Ability to read engineering drawings and interpret policies, guidelines and technical manuals

Ability to write technical reports, project correspondence, contracts and agreements

Ability to multitask and handle significant workloads

Demonstrated comprehensive understanding of all corridor control processes, including applicable bylaw, regulations and legislation

Must perform work independently, referring potential issues with respect to scheduling, budget or progress and technical decisions having corporate or political impact to the Supervisor, Public Works

Ability to participate, coordinate and lead project teams, schedule and assign tasks, track team progress, and meet deadlines for multi-discipline teams

Ability to undertake outside work and be able to perform the essential duties of the job such as moderate physical exertion in all seasons

Ability to work within a deadline-oriented department

Must have a high level of proficiency in Word, Excel, Access, Outlook and knowledge of Cartegraph, AutoCad and GIS

Must possess and maintain a valid class 'G' Ontario driver's license

Must obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

[Please CLICK HERE to Apply](#)