



Engineering Technician

Req #1201

545 Talbot St, St Thomas, ON N5P 2T9, Canada

Job Description

Posted Tuesday, March 24, 2026 at 12:00 a.m. | Expires Monday, April 13, 2026 at 11:59 p.m.



The Corporation of the City of St. Thomas -
Environmental Services Department has an existing vacancy for an:

ENGINEERING TECHNICIAN

Permanent, Full-Time

Job Posting #1201-03-26

Division/Department: Capital Works /Environmental Services
Reports to: Manager of Capital Works
Location: City Hall, 545 Talbot Street and various locations throughout the City
Hours: 37.5 hours/week; Monday to Friday, Overtime as required
Union Affiliation: CUPE Local 841

Position Summary

Under the general supervision of the Manager of Capital Works and the technical direction and guidance of the Project Technologist, this position conducts detailed field surveys and studies for construction projects and assists in preparation of engineering drawings, and contract documents.

[Skip to Content](#)



- standards and accepted practices and refers questionable matters to senior staff. Verifies established lines and grades from contract drawings and verifies quantities and type of materials delivered to or removed from the site. Communicates with contractors, consulting engineers, City staff and the public.
- Completes progress reports pertaining to construction projects, including but not limited to, daily work summaries, building service reports, quality and quantity of materials used, equipment and labourers on site, adherence to specifications and established schedules, weather, etc. Assists in preparation of payment certificates. Records and documents site activities and as-constructed information. Prepares as-constructed drawings.
 - Maintains effective communications with the public on all construction projects. Ensures that all requests from the public are reviewed and dealt with in a timely manner. Must exhibit diplomacy and develop positive relations with the public.
 - Conducts investigations, surveys and studies for the Environmental Services Department and assists in the preparation of surveys and studies for other Civic operations.
 - Conducts surveys using total station and global positioning system (GPS) surveying equipment, in addition to using conventional equipment such as automatic levels, laser and manual measuring devices. Conducts detailed engineering surveys for topographic mapping, detailed design data collection, confirmation of existing field conditions and infrastructure, construction layout and checking, as-constructed information etc.
 - Reviews and edits the electronic files, generated by the survey equipment to ensure accuracy of the data and creates base plans from the survey information for AutoCAD drawings.
 - Prepares preliminary designs, cost estimates and reports for watermains, storm and sanitary sewers and various elements of the road system. Prepares working drawings, maps and graphs utilizing computer aided drafting/design and manual techniques. Prepares preliminary contract documents, draft construction tenders, prepares and reviews relevant specifications; assemble, review and print drawings, plans and specifications.
 - Assists in preparation for and participation in, public open house information sessions for capital projects. Delivers notices to businesses and residences.
 - Undertakes investigations, data collection, reduction and compilation for input into detailed designs, infrastructure databases and geographic information systems.
 - Reviews, prepares and executes temporary traffic control in accordance with the Ontario Traffic Manual, Book 7, Temporary Conditions, for field investigations and surveys.
 - Maintains files and records and prepares reports as required.
 - Performs such other related duties as may be assigned.

QUALIFICATIONS

Education

- A minimum accredited 2-year College Diploma in Civil Engineering or related program.
- Possess or willing to obtain C. Tech or C.E.T. designation with the Ontario Association of Certified Engineering Technologists and Technicians (OACETT).

Experience

- 3- years of experience in a construction related field.

Knowledge/Skill/Abilities

- Must be proficient with the operation of total station and global positioning system (GPS) equipment. Strong technical, analytical, interpersonal and communication skills with attention to detail.
- 3- years experience with AutoCAD and AutoDesk Civil 3D software.

[Skip to Content](#)



Ability to work independently and committed to ongoing personal and professional development.

- Must be competent within the meaning of the Occupational Health & Safety Act and be capable of issuing clearly understandable written and verbal instructions.
- Must have knowledge and ability to use personal protective equipment (PPE).
- Must have good hand-eye coordination, alertness, and safety consciousness.
- Ability to work from and interpret specifications, standards, instructions, and legislation.
- Must be comfortable working in close proximity to traffic and in adverse conditions.
- Must be able to follow instructions, work independently or in a group.
- Ability to resolve complaints by educating, negotiating, and mediating disputes.
- Ability to focus and concentrate in high pressure and ever-changing situations.
- Ability to work unsupervised in a variety of situations.
- Ability to develop, prepare and complete forms, schedules, checklists, and reports to ensure accurate maintenance records.
- Must have the ability to communicate effectively, professionally, and courteously with all levels of staff, developers, contractors, and the general public.
- Proficient in the use of desktop, laptop/tablet, and smart phones including the standard office tools (email, Word, Excel, Outlook, and other municipal business systems).

Other

- Must possess a valid “G” Ontario Driver’s Licence and access to reliable transportation.
- Satisfactory Ontario Driver Record.
- Have or obtain a Standard First Aid/CPR and AED Certificate
- Satisfactory Police Criminal Records Check

Working Conditions

- Physical dexterity and light to heavy activities
- Works in close proximity to traffic, and in adverse conditions
- Required to work outside in all types of favorable or unfavorable road and weather conditions.
- Exposure to physical hazards and contrasting weather conditions including but not limited to blizzards, whiteouts, ice storms, fog, sun exposure, machine heat, unpredictable traffic etc.
- Must be capable of performing physically demanding duties and repetitive manual labour.
- Ability to drive in difficult driving conditions.
- With appropriate safety precautions, must be able to tolerate dusty, noisy, and odorous conditions.
- Work independently, undertakes a variety of tasks and performs them with minimal supervision.
- May be required to work beyond the normal hours of work.
- Must be able to respond to emergencies within a reasonable period of time.

WHAT WE OFFER:

- \$35.24 - \$44.07 per hour working 37.5 hours per week (\$68,718 - \$85,937 per annum)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)



[Skip to Content](#)

st be received no later than Monday April 13, 2026 at 11:59 p.m.



Sign In

'Apply Now' button. You may need to register/create a Login.

Please import/upload your COVER LETTER AND RESUME individually (i.e. pdf, word) and ensure you have attached all documents prior to submitting your application.

Note: You may be required to answer Qualification questions during the application process.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Although we appreciate all applications received, only those selected for an interview will be contacted. Personal Information on this application is collected under the authority of the Municipal Act., R.S.O. 2001, as amended, and will be used to determine eligibility and suitability for employment with the City of St. Thomas. Our hiring process does not use artificial intelligence (AI) or automated decision-making tools. Applications are reviewed and evaluated by our hiring team.

Job Details

Pay Type

Hourly

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