



Career Opportunity – Internal/External Posting

Engineering Design Technologist Infrastructure Services

Position Summary:

Reporting to the Senior Project Manager, the Engineering Design Technologist provides technical design, drafting, and site inspection services in support of municipally led civil engineering projects within the Infrastructure Services Division. The Engineering Design Technologist is responsible for delivering accurate engineering calculations, drawings, cost estimates, and field inspection reports to ensure that projects within their purview are constructed in accordance with approved designs, specifications, and applicable regulatory standards. Working collaboratively with internal departments, as well as external contractors and consultants, the Engineering Design Technologist plays a key role in advancing the Municipality's infrastructure programs and community development objectives. The position requires applying civil engineering and project management principles across a variety of office and field environments throughout the project life cycle.

Key Responsibilities:

- Conduct field surveys and site investigations for capital works projects, including pre-engineering surveys, construction layout surveys, and collection of as-built data using primarily GPS and total station survey instruments.
- Process survey data and prepare survey notes for use in design and record drawings.
- Prepare civil engineering design drawings, plans, profiles, and details using AutoCAD Civil 3D and other CAD software.
- Develop preliminary and detailed design documents from sketches, specifications, and field data in accordance with municipal standards, Ontario regulations, and accepted engineering practice.
- Perform site inspection services for municipally led construction projects, including roads, storm sewers, sanitary sewers, watermains, and related infrastructure.
- Review and inspect contractor work for compliance with contract documents, drawings, and specifications; document inspection findings; and advise contractor personnel of deficiencies or required corrective actions.
- Prepare construction cost estimates and quantity take-offs for capital projects during pre-engineering, design, and tender stages.
- Draft and prepare contract specifications, tender documents, and supporting technical reports, as required.

- Provide technical advice and guidance to colleagues regarding design, tendering, construction methods and proposed alternatives.
- Respond to design-related questions in tendering and post-tendering processes.
- Review and inspect work of contractors, sub-contractors, and other professionals retained on the project.
- Coordinate with internal municipal departments, including the Building Department and Planning Department, to ensure alignment of project design and construction activities with applicable permits, approvals, and land use requirements.
- Maintain accurate project records, field inspection logs, daily diaries, and as-constructed drawings.
- Compile and submit project documentation in accordance with municipal record-keeping requirements and project close-out procedures.
- Update GIS and municipal infrastructure asset databases with as-built information.
- Liaise with contractors, consultants, utility companies, and members of the public on project-related matters in a professional and courteous manner.
- Respond to technical inquiries and communicate construction impacts, timelines, and requirements, as directed.
- Provide review of development applications, site plans, and engineering submissions to ensure compliance with municipal standards and conditions of approval, as requested.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a three-year Ontario College Diploma in Civil Engineering Technology or Civil Engineering Technician program, or an equivalent combination of education and experience.
- Certified Engineering Technician (C.Tech.) or Certified Engineering Technologist (C.E.T.) designation through the Ontario Association of Certified Engineering Technicians and Technologists (OACETT), or eligibility for the same is preferred
- Must have a valid Ontario Class 'G' Driver's Licence.
- Minimum five (5) years of related experience in civil engineering, municipal infrastructure, or construction inspection.
- Demonstrated experience with field surveying, engineering drafting (AutoCAD), and construction site inspection on civil works projects.
- Knowledge of civil engineering principles, municipal infrastructure design standards, and construction practices applicable to roads, sewers, watermains, and stormwater systems.
- Proficiency with AutoCAD Civil 3D or similar CAD software for the preparation of engineering drawings.
- Working knowledge of survey instruments, including GPS receivers and total stations.
- Ability to read and interpret engineering drawings, contract documents, and specifications.

- Effective written and verbal communication skills for preparing technical reports, field notes, and correspondence.
- Proficiency with computer applications in a Microsoft Windows environment.
- Familiarity with GIS software is considered an asset.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week, in an office environment. Attendance at off-site locations and/or evening meetings, and overtime are required at times.

Employee Group:

Non-union.

Salary Range:

\$96,914.76 to \$113,376.22 (2026 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, May 24, 2026.

Reason for Vacancy:

New Position.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Organizational Excellence at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761