

City of Greater Sudbury – Employment Opportunity

Posting #3861

Job Posting Title: Engineering Technician III

Section: Design Services

Division: Engineering Services

Department: Community Infrastructure

Initial Reporting Location: Tom Davies Square

Job Status: Permanent Position

Number of Vacancies: 1

Union Affiliation: CUPE 4705 Inside Unit

Hours of Work: 80 hours bi-weekly

Shift Work Required: No

Range of Pay: Group 13 - \$37.89 to \$46.37 per hour

The start date will follow the selection process.

This position is eligible to [work remotely](#) on a part-time basis (Note: Must be able to report to a City of Greater Sudbury work location on short notice).

Main Function: Prepare designs for municipal construction or maintenance works projects including tender/contract documents, and cost estimates.

Characteristic: Under the general supervision of the Manager of Design Services.

Duties:

1. Develop and prepare designs for municipal construction or maintenance works relating to roads, storm sewers, sanitary sewer and water systems, sidewalks, structures, plants, landfills, and other incidental items.
2. Prepare requirements for engineering and legal surveys.
3. Prepare design drawings using Computer Aided Design (CAD) Software (e.g., AutoCAD, Civil 3D) and work with Engineering Technicians I and II in the preparation of contract drawings.
4. Prepare estimates for proposals and projects.
5. Investigate complaints and enquiries; provide prompt, courteous and responsive customer service.
6. Liaise with consulting engineers, utility companies, contractors, regulatory approval bodies and area municipalities regarding standards and specifications for approval of drawings for City of Greater Sudbury (CGS) projects.
7. Prepare information and documentation for statutory approvals.
8. Utilize computer programs to carry out design and analysis work.
9. Update various reports, studies, specifications, standard drawings, etc.
10. Work with project teams, contractors and consultants to ensure that construction is carried out in accordance with design.
11. Organize, attend and provide technical comments at various project meetings and represent the Division on inter-departmental committees as required.
12. Determine property requirements, discuss with property owners, obtain property consent and order legal surveys. Provide details to Legal Services for negotiations and documentation.
13. Process and make recommendations on Occupancy Permits and Municipal Consent Applications.
14. Give assistance and advice in the operation and maintenance of sewer, water, road and drainage facilities.
15. Assist in the training and development of junior staff members.
16. Review or prepare applications for approvals from outside agencies (e.g., Ministry of the Environment, Conservation and Parks; Ministry of Natural Resources and Forestry, Ministry of Transportation, etc.).
17. Maintain various engineering records and statistics.
18. Negotiate with property owners for the restoration of properties following construction for municipal services.
19. Perform field visits of projects during design and construction and perform any necessary design changes or alterations to the contract documents.
20. Ensure that plans and engineering products align with defined asset data management life cycle processes/workflow as

required to sustain data quality in related enterprise systems.

21. Assist with the collection and conversion of infrastructure asset data obtained from engineering and surveying sources as required, in support of CGS Asset Management Program.

22. Maintain awareness of relevant and current emerging engineering and GIS technologies.

23. Develop and maintain thorough working knowledge of CGS's Safety Manual and the applicable provincial Legislation listed therein.

24. Perform other related duties as required.

Note: The above duties are representative of a typical position and are not to be construed as all inclusive.

Qualifications

Education and Training:

- Successful completion of a Community College diploma with Canadian accreditation in a related field (e.g. Civil Engineering Program, Mining Engineering Program, etc.).
- Certification or eligible for certification as a Technician by the Ontario Association of Certified Technicians and Technologists (OACETT) is considered an asset.

Experience:

- Over two and one half (2½) years up to and including five (5) years of related experience on the design and construction of roadways, storm and sanitary collections systems, and water distribution systems.
- Experience with Engineering software such as AutoCAD and Civil 3D is required.

Other Requirements:

- Knowledge of surveying and general engineering practices in a municipal setting.
- Experience integrating CAD and GIS data and/or experience utilizing mobile field devices and associated web applications is considered an asset.
- Ability to demonstrate interpersonal skills in dealing with the public, staff and outside agencies in a courteous and effective manner.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Competencies (click to view)

[Competency Library - Level 2 Proficiency \(Individual Contributor\)](#)

Notice to Job Applicants: Definition of "Assets" on Job Postings — A number of Job Postings will contain items described as "assets" under the Qualifications heading. By way of definition, assets are qualifications which are not required but are deemed to enhance performance and therefore considered in the recruitment process.

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$35.12 to \$44.31 per hour. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Monday, August 24, 2026**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.

2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](https://www.greatersudbury.ca/applicants-living-outside-of-canada)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca