

Town of Wasaga Beach



JOB DESCRIPTION

Department: Public Works	Division: Engineering
Effective Date: July 18, 2012	Revision Date: May 1, 2025
Approved By: Manager of Engineering	Wage Range: \$42.95 to \$ 50.24
Hours of Work: 35 Hrs/wk; 8:30am - 4:30pm	Value Group: 6

JOB TITLE:

Engineering Technician

REPORTS TO:

Manager, Engineering Services

SUBORDINATE POSITIONS:

None

JOB PURPOSE: To perform effectively all aspects of work related to the technical assistance in the preparation of town standards and policies, maintain municipal asset management inventory systems including streetlighting equipment and roadway signage, review and comment / approval on Infill Lot Grading and Drainage Plans, utility Municipal Consent applications, as well as Road Occupation Permit applications, traffic data collection and reporting, respond to general inquiries, provide computer assisted drafting/mapping services, surveying, inspection and reports. The emphasis of this position will be of provide technical assistance to the Public Works / Engineering Department by reviewing and approving various Public Works applications, construction inspection, traffic studies and maintaining related files and data bases.

TASKS:

% of Time

- 1) **Administration** **30%**
 - Assist with the review and comment on various development proposals and permit applications;
 - Prepare, maintain and updating Town Engineering Standards, drawing files and Town Maps related to municipal engineering services;
 - Assist in the preparation of various reports including preparing plans, cost estimates and technical comments;
 - Assist with the preparation of various maintenance and construction tenders.

- 2) Inspections and Surveys 30%**
- Assist with inspection services on various construction and maintenance projects;
 - Conduct surveys, and coordinate traffic and transportation data collection and engineering analysis.
- 3) Communication 15%**
- Respond to enquiries with the general public, other departments/levels of government, utilities, consultants, developers, contractors, etc., on matters relating to municipal services design and engineering;
 - Provide assistance and instruction to staff on use of computer software packages and/or customized applications.
- 4) Engineering Drafting/Mapping & GIS 10%**
- Provide computer assisted drafting/mapping services to the Engineering Department; and assist in the area of street and urban services design. Plot, print and scan drawings as required;
 - Co-ordinates, plans, implements and participates in the input, update and maintenance of data for the Engineering Department Geographic Information System (GIS), including evaluates and implements software upgrade needs.
- 5) Data Management 10%**
- Establish and maintain a centralized engineering drawing filing system and assist in records/plans management;
 - Establishes and maintains the Town's horizontal and vertical survey benchmark installation program;
 - Maintain roads, sewer, sidewalk, streetlight and traffic signs inventory management systems including use of the Town's GIS (Geographic Information System) database.
- 6) Other 5%**
- Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines;
 - Perform other duties as may be assigned regarding special studies or works in accordance with departmental and corporate objectives.

QUALIFICATIONS / EDUCATION:

- Possess a Civil Engineering Technician or Technology diploma and be eligible for C.Tech. or C.E.T. designation and membership with OACETT coupled with two years relevant experience;
- Thorough knowledge and understanding of Windows Microsoft and Office applications, AutoCAD Civil 3D software, G.I.S. ArcView and construction survey instruments and techniques, Occupational Health and Safety Act, WHMIS, relevant legislation/guidelines/policies and procedures;
- Knowledge of municipal infrastructure design and drafting, plans review, subdivision development, stormwater management and lot grading, design and contract administration of municipal infrastructure projects;

- Excellent interpersonal, communication, organizational, analytical, research, and problem-solving skills;
- Ability to deal independently, courteously and professionally in any situation and work with and contribute positively to a service oriented team;
- Valid Class 'G' Driver's Licence in good standing and a reliable vehicle to use on corporate business.

PROFESSIONAL DESIGNATION:

- Certified Engineering Technician (C.Tech) or Certified Engineering Technologist (C.E.T) designation with OACETT.

EXPERIENCE:

- One (1) years previous related job experience, one (1) year on the job, two (2) years total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Please print and sign name.

Employee

Date

HR/Manager

Date

Department Head

Date