

Job Vacancy

Position:	Municipal Services Engineer	Wage Range:	\$84,692 – \$100,834
Job Posting:	072-081-2024	Job Class:	5
Department:	PWES	Shifts:	35 hours/week
Division:	Engineering	Posted:	October 18, 2024
Status:	Full Time	Closes:	November 1, 2024, 4:30pm

Purpose:

Perform engineering duties to assist in municipal infrastructure projects in the areas of design, environmental, construction and land development, as directed.

Primary Duties and Accountabilities include, but are not limited to:

- Prepare reports, subdivision agreements and support documents on engineering related matters and municipal servicing programs.
- Work closely with developers and property owners throughout the design and construction phases of the development, ensuring City is properly represented.
- Review subdivision plans and specifications and completes site inspections for review of compliance, and/or acceptance.
- Prepare Preliminary Acceptance of Subdivisions and associated letters to the Building Division granting approval for release of building permits.
- Issue Final Acceptance of Subdivisions and assesses reductions in bonding, or release of bonding, as appropriate.
- Liaison between engineering Consultants & the City for various Class Environmental Assessments for road construction or other municipal infrastructure.
- Review, assess and prepare responses on behalf of Engineering to all Committee of Adjustment, Rezoning, Building Permit Applications and Planning Act Applications.
- Review Development Control Agreements and associated site plans and comment on servicing requirements and drainage requirements; and sets bonding amounts.
- Review City land sales and lane closures; comment on servicing, drainage and easement requirements. Circulate documents to other agencies in terms of requirements for easements and services.
- Respond to questions and complaints from public regarding municipal infrastructure projects and rear yard drainage problems and ensure necessary follow-up action is taken.
- Assist in the preparation and review of design plans and cost estimates.
- Conduct research and administer contracts, as assigned.
- Assist other engineers in the department with their duties; e.g. attend meetings, perform preliminary design reviews and assist in overseeing City construction and/or environmental projects.
- Assist other engineers with design, construction, traffic and administrative tasks, as required.
- Maintain a thorough working knowledge of the City's Health and Safety policies and procedures.
- Perform other related duties as required.

Qualifications:

- Bachelor's Degree in Civil Engineering or university degree in a related field.
- Registered Professional Engineer in the Province of Ontario.
- Valid Class 'G' Driver's License.
- Three (3) years experience in the design, construction, administration and management of municipal infrastructure assets.
- Computer literacy with software programs and Microsoft experience in Excel, Word and Outlook.
- Knowledge of specific proprietary software; e.g. water modelling software, is an asset.
- Understand health & safety practices and regulations.
- Communicate in an effective and tactful manner with various levels of staff.
- Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a range of stakeholders on a variety of issues.
- Organize time and tasks successfully.
- Ability in decision-making and problem-solving.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 072-081-2024 Municipal Services Engineer

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*