

Why Windsor?

Forward. Together. — Discover a career that connects purpose with possibility. At the City of Windsor, our employees thrive in a collaborative environment that values organizational excellence, community impact, and offers competitive benefits that supports professional growth. Located in Southwestern Ontario on the banks of the Detroit River and Lake St. Clair, Windsor is just minutes from downtown Detroit, Michigan and the north shores of Lake Erie, which is home to over 25 local wineries, craft breweries and distilleries. Windsor boasts world class entertainment, state-of-the-art facilities, iconic food, temperate climate, magnificent waterfront parks & gardens and an innovative workforce with demonstrated capacity in automotive, advanced manufacturing, transportation, life sciences, education and tourism. With affordable living, a diverse community, and a growing economy, Windsor offers a lifestyle as fulfilling as the work we do. Come join a team that reflects the city it serves.

Job Title: Water Resources Specialist

Job Posting Number: 2025-0417

Posting Type: External

Posting Period: Monday, November 17, 2025, at 8:30 a.m. to Friday, December 05, 2025, at 4:30 p.m.

Department: Engineering

Union: Non-Union

Position Status: Regular Full-Time

Job Code: NU0704

Grade/Class: NU12

Number of Positions: 1

Rate of Pay: \$103,488.22-\$125,791.20 annually

Hours of Work per Week: 35 hours

Shift Work Required: No

Duties and Responsibilities:

Reporting to the Manager of Development, this position:

- Completes stormwater/wastewater analysis and modelling of the City-wide infrastructure network for the review of development applications and designs for hydraulic systems for engineering capital projects and initiatives.
- Provides technical review of stormwater management reports and designs to support development applications and stormwater financing credit applications.
- Provides support to the Stormwater and Wastewater Engineer position with projects of significance related to the implementation of the City's Sewer Master Plan (SMP), including leading individual initiatives and projects under that file.
- Leads delivery of engineered infrastructure projects, ensuring compliance with municipal and provincial standards. Responsibilities include preparing planning documentation for construction phasing and cost estimates.
- Reviews, analyzes and inputs updates for hydrologic and hydraulic models and tools representing the City's sanitary and storm sewer systems.
- Reviews and stays current on updates to regional, Provincial and Federal regulations surrounding stormwater and wastewater.

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Duties and Responsibilities Continued:

- Reviews and approves the technical aspects of functional servicing studies submitted by consulting engineers in support of various Planning Act Applications, such as rezoning, site plan control, and plans of subdivision.
- Overall project management for various City projects, including in house and consultant led projects.
- Reviews studies, agreements and regulations such as the Sewer Master Plan (SMP), Class Environmental Assessment Study Reports, drainage reports, servicing studies, subdivision and servicing agreements etc, and determines their applicability and any resulting requirements for specific projects.
- Provides functional supervision to drafting, field services and administration staff for design and preparation of tender documents.
- Serves as primary City contact person for construction projects under City contracts, including for outside agencies, interdepartmental stakeholders, and residents.
- Authors new servicing and drainage studies including preliminary design of services, creation of hydraulic models using various software applications.
- Will perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program.
- Will perform other related duties as required.

Qualifications:

- Must have a Master's Degree in Engineering or Ontario Ministry of Education equivalency and a minimum of three (3) years of progressive responsibility and engineering experience in hydraulics, sewer design, stormwater management, watershed systems and low impact development;
- **OR** Must have a University Degree in Engineering or Ontario Ministry of Education equivalency and a minimum of four (4) years of progressive responsibility and engineering experience in hydraulics, sewer design, stormwater management, watershed systems and low impact development;
- **OR** Must have a Community College Diploma in Engineering Technology, or Ontario Ministry of Education equivalency and a minimum of seven (7) years of progressive responsibility and engineering experience in hydraulics, sewer design, stormwater management, watershed systems and low impact development;
- Must be licensed by the Professional Engineers of Ontario (P.Eng.);
- **OR** Must hold a designation as a C.E.T. through the Ontario Association of Certified Engineering Technicians and Technologists;
- Knowledgeable in principles of hydrology, hydraulics, sewer design, stormwater management and sanitary sewer inflow and infiltration **AND** experience with the associated calculations and software (PCSWMM, InfoWorks ICM, etc.);
- Must be familiar with and have working knowledge of Federal, Provincial and Municipal statutes and Bylaws pertaining to the design and construction of municipal services, including the Ontario Water Resources Act, Local Improvement Act, the Municipal Act, the Construction Act, the Drainage Act, the Environmental Assessment Act, the Endangered Species Act, and the Accessibility of Ontarians with Disabilities Act;
- Must have the ability to travel to off-site locations in a timely and expedite manner as required. If method of travel is by vehicle, a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act, and must provide a driver's abstract as a condition of employment;
- Must have proven communication, analytical, interpersonal, supervisory skills, as well as the ability to establish and maintain effective relationships with City representatives, other agencies and the general public;
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with work;

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Physical Demands:

- Given that this job is a new position a Physical Demands Analysis will be completed with the incumbent after approximately six months of occupying the position.

The City of Windsor is an equal opportunity employer committed to fostering a workplace that reflects the diverse community we serve.

How to Apply:

- An online application is available at the City of Windsor career website at www.CityWindsorCareers.ca and the application must be completed and submitted by no later than the noted posting period. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

Note:

- **Only those applicants selected for an interview will be acknowledged**
- We offer a smoke-free and scent-safe office environment
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.