

The Corporation of the Town of LaSalle

Job Posting

Job Title: Civil Engineering Technologist

Union: C.U.P.E Local 701

Department: Public Works

Reports to: Manager of Engineering

Rate of Pay: In accordance with the collective agreement (\$31.00 - \$35.24 per hour)
(2020 Rate of Pay)

Posting Date: July 23, 2021

Posting Deadline: August 13, 2021

Summary

The Civil Engineering Technologist performs functions such as the preparation, review, and co-ordination of engineering designs, drawings, and contract documents for municipal infrastructure. Other duties include the co-ordination and streamlining of tasks associated with external organizations such as surveyors, consultants, architects, utility companies, Administration, and communicating with the public.

Primary Duties and Responsibilities

1. Prepare, review, and co-ordinate engineering designs, drawings, contract documents and related information for municipal engineering projects, permits and policies related to roads, bridges, parking, traffic signals, streetlights, water distribution, storm water management, drainage, sewage collection, pumping facilities, parks, traffic and facilities etc.
2. Co-ordinate activities associated with surveying and drafting
3. Maintain infrastructure records
4. Co-ordinate the tendering of contracts and perform contract administration.
5. Liaise with consultants, contractors, and utility companies in order to facilitate the location and/or relocation of utilities
6. Review and recommend revisions to drafting standards
7. Maintain communication with contractor administrators throughout the construction process, while performing onsite inspections, attending construction meetings and maintaining an inspection journal

8. Facilitate interpretation of construction documents and suggest in-field modifications to design.
9. Respond to inquiries/complaints by providing information, explanation, and/or interpretation as necessary
10. Preparation of reports as required
11. Reference various Engineering Standards such as Ontario Provincial Standard Specifications, etc.
12. All other duties as assigned

Qualifications

- Three (3) year Civil Engineering Technology diploma, or equivalent
- Minimum of three (3) years previous related experience
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook) and AutoCAD related products
- Superior verbal and written communication skills
- Hold and maintain a valid Class "G" drivers license

Qualifications Considered Assets

- Registered with The Ontario Association of Certified Engineering Technicians and Technologists

Working Conditions

- Duties shall be performed both indoors and outdoors
- Manual dexterity to use desktop computer, peripherals, etc.
- Safety equipment as required (i.e. safety shoes, glasses/goggles, hearing protection, vest, etc.)
- Travel within the Town
- Operation of a motor vehicle

Hours of Work

- Primary hours of work are Monday to Friday (35 hours), day shift with overtime as required

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, and sitting.

Leadership Responsibilities

- None

Application Process

All applicants are encouraged to submit a resume and cover letter stating position applying for in confidence to:

Please submit resume and cover letter in confidence to:

hr@lasalle.ca

Town of LaSalle

Attn: Human Resources

5950 Malden Road

LaSalle ON N9H 1S4

We thank all applicants who apply for this position, but only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used to determine eligibility for potential employment. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.