

**Position:** Operations Technician

**Closing Date:** May 24, 2024

**Pay Range:** \$75,349 to \$91,554

**Training and Development:** Paid training and professional development opportunities are offered with this position.

**Work hours:** This position offers a schedule of 35 hours per week, Monday to Friday, between 8:30AM to 4:30PM.

**Hybrid Work Opportunity:** Yes

**Location:** Wilmot Administration Complex, Baden, Ontario

**General Purpose:**

Provides technical and operating support to Public Works management in the effective and efficient use of staff, equipment, and materials in operating and capital program delivery. Participates in the development of standards, operating instructions, and maintenance work schedules and programs. Coordinates contracts related to infrastructure maintenance including water and wastewater systems, roads, sidewalks, bridges, etc.

**Responsibilities:**

- Coordinates contracted maintenance works relating to water and wastewater systems, roads, and traffic operations. Oversees, inspects, and approves maintenance work and payment.
- Provides technical guidance to contractors, consultants, and municipal staff regarding various roads, water and wastewater system maintenance activities. Assigns and monitors work to contractors. Ensures that work is completed to Township standards.
- Participates in the development of maintenance work schedules and programs. Performs field and method studies and research to determine the most efficient and effective methods for performing maintenance activities.
- Assists with preventative and emergency maintenance on water distribution and sanitary sewer collection systems, including sanitary pumping stations.
- Researches and recommends new technologies and techniques, equipment, and materials. Monitors and evaluates programs to identify opportunities to reduce costs and negative environmental impacts.
- Assists in the development and provision of training to various program staff in such areas as new methods, new equipment, WHMIS, work site safety, personal protection, water and wastewater system operations, winter maintenance procedures, and salt reduction strategies.
- Performs related duties as assigned.

Resumes received after submission deadlines will be retained on file for six months and will be reviewed on an as-needed basis. We thank all applicants - only those selected for an interview will be contacted. Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. Accommodations are available for the recruitment process. Applicants need to make their needs known in advance.

### **Qualifications:**

- Knowledge and skills normally acquired through a 2-year College Diploma in Civil Engineering Technology or Technical Institute in a related field, plus 3 years of related experience.
- Certified Engineering Technician (C.Tech.) or Certified Engineering Technologist (C.E.T.) designation with membership in OACETT would be an asset.
- Operator-in-training (OIT) licence with OWWCO and Certified Road Supervisor (CRS) designation with AORS are considered assets. Consideration will be given to candidates with an equivalent combination of education and experience in water distribution, wastewater collection, and road operations.
- Ability to maintain high level of knowledge and skill through continuous training and certificate updates.
- Ability to read and interpret legislation, technical journals, manuals, work orders, design drawings, by-laws, correspondence, reports, and supplier information.
- Ability to prepare memos, reports, documentation, correspondence, technical specifications.
- Analytical, research, organizational, and problem-solving skills in order to work with minimum supervision; make independent decisions; analyze performance data; research new technologies, equipment, materials, procedures; and coordinate projects and prioritize work.
- Computer skills with ability to use software such as Microsoft Office (including Access), Microsoft Excel, Acrobat Pro, Geographic Information Systems, and Automated Vehicle Location programs.
- Good physical condition and dexterity to permit performance of expected duties.
- Good public relations and communication skills.
- Valid Class G Driver's License, licensed to drive in Ontario, and use of a vehicle.
- A Clean Criminal Record Check is required upon hire.

### **Working Conditions:**

- Minimum 35 hours per week during regular office working hours.
- Irregular and/or extended hours when emergency situations arise.
- Generally works in an office environment at a computer work station.
- Frequent site inspections and exposure to outside weather conditions in all seasons.
- Must be physically fit and able to stand for long periods at a time.
- Potential for exposure to typical construction hazards.

Qualified applicants are invited to [apply online](#).

We thank all applicants; however, only those selected for an interview will be contacted.

In accordance with [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#), personal information is collected under the authority of the Municipal Act and will only be used for candidate selection. Upon request, accommodations will be provided throughout the recruitment, hiring and employment process in accordance with the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#), and the Ontario Human Rights Code.

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