



## **Operations Technologist – Technical Services and Maintenance Contracts (2 positions)**

Reporting to the Supervisor of Technical Services and Maintenance Contracts, the Operations Technologist is responsible to provide contract administration and technical service support for operational needs within the Section. This includes contract administration for maintenance contracts and supporting internal programs that require dedication and focus to ensure efficiencies, effective management, contract performance and cost management.

### **Job Duties Include**

The responsibilities and duties of this position includes but are not limited to:

- Lead and support project management, contract administration, inspection, and customer service for various roads maintenance contracts such as, but not limited to: Streetlight Maintenance contract, Winter Control Services contract, Street Sweeping, Catch Basin Maintenance, Curb and Sidewalk Maintenance, etc.;
- Responsible for preparing and creating documentation to support the procurement process such as, but not limited to: Requests for Proposal, Quotes and Tenders for various projects and programs;
- Support tracking and analyzing various winter events including the following examples: tracking costs legislation compliance, service levels, material usage, salt spreader controller data, cost recoveries, route optimization, GPS (Global Positioning System) and Dash Cam data;
- Ensure compliance with the Ontario Reg. 239/02 (Minimum Maintenance Standards - MMS) for various maintenance functions such as infrastructure inspections, and other applicable programs as it relates to documentation, inspection schedules including general tracking and reporting processes;
- Review and interpret various professional standard and complex engineering drawings;
- Provide support, complete investigations, and maintains records to support various claims against the Town;
- Liaise with Town staff and external stakeholders (utility companies, contractors, Electrical Safety Authority) regarding work orders, work progress, inspections related to maintenance contracts and permit applications as maybe required
- Perform and support other related duties and research as assigned that are in accordance with general job responsibilities or necessary departmental or corporate objectives.

### **Qualifications/Skills**

- **Education/Experience:** Minimum 3-year college diploma in Civil Engineering Technology with four (4) years of progressively responsible relevant experience in contract administration, or equivalent combination of education, training and relevant work experience may be considered. An equivalent of contract administration and relevant in-field work experience may be considered.

- **Professional Designation:** Certified Engineering Technologist (C.E.T.) designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- **Technical Skills:** Ability to oversee and administer the delivery of a wide range of municipal maintenance contracts by external contractors. Knowledge and ability to read, interpret and provide comments on technical drawings and proposals, civil construction techniques
- **Legislation:** Strong working knowledge of the Minimum Maintenance Standards, Highway Traffic Act (Book 7) and Occupational Health & Safety Act.
- **Communication Skills:** Excellent verbal and written skills including report writing and presentations to Council and Committees.
- **Customer Service Skills:** Superior customer service skills, with the proven ability to resolve conflict
- **Other Related Qualifications:** Superior computer skills relating to Microsoft Word, Excel, PowerPoint. Understanding other specialized software applications (i.e. CityWorks, AMANDA, JDE, FMW). Knowledge of procurement practices in a municipal government environment. Valid Ontario Class G Driver's License in good standing.

### Nice to Have

- Experience in winter control operations would be an asset
- Experience with GIS would be an asset
- Working knowledge of GPS/AVL is an asset

### What is offered to staff

- Rate of Pay: \$39.48 - \$42.09 per hour
- Hours of Work: This is a unionized position that works a 40-hour work week. The hours of work are Monday to Friday from 7:30 a.m. to 4:00 p.m. and are in accordance with Schedule A of the Collective Agreement.

### How to Apply

To apply for this exciting opportunity, please go to the Town of Ajax website at [www.ajax.ca/careers](http://www.ajax.ca/careers).

### Equal Opportunity Employer

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.