



# The Corporation of the Town of Midland

invites applications for the position of

## Environmental Engineer

(permanent full-time, 35 hours per week)

Join our innovative team of collaborators who are passionate about providing exceptional municipal services to our community. We strive to help our employees to reach their professional goals through rewarding projects, collaborative team environments, and professional development. The Town of Midland is committed to increasing overall employee health and wellness and we are dedicated to supporting flexibility and providing employees with a better work-life balance.

### We Offer:

Work-life Balance & Flexibility	OMERS Pension	Perks & Discounts	Paid Time Off	Wellness	Extended Health Benefits
Supporting our Community	Personal & Professional Development	Fun & Fostering Environment			

### The Opportunity

As part of the Engineering team, this position will focus primarily on municipal and development water and wastewater projects. The Environmental Engineer is involved in the development process from issuance of contract tenders to inspection and sign-off.

#### What you will do:

- Direct, oversee, coordinate, and administer activities of consultants on municipal projects.
- Prepare preliminary and final designs for municipal projects. Review and comment on contract proposals, draft plans, and drawings.
- Participates in the procurement process and budget recommendations.
- Perform inspections, recommend approval of payments, and sign-off.
- Liaise with external agencies and Town staff.

#### What you will need:

- University Degree in Engineering. Registered E.I.T. with future P.Eng. eligibility.
- Minimum three (3) years project management experience.
- Three (3) years of municipal servicing engineering experience, including detailed design, water/wastewater, development servicing, or transportation engineering.
- Valid G Class Driver's license and reliable vehicle.
- Strong communication, interpersonal, and computer skills as well as thorough knowledge of safety and compliance legislation and regulations.

Please see the attached job description for further details. The successful candidate will be required to complete a Criminal Record Check and Driver's Abstract, in accordance with the duties of this position.

**This IBEW Local 636 union position offers competitive total compensation including an hourly wage range of \$43.17 to \$53.96 (35 hours/week), OMERS pension, 8 paid sick days and 18 discretionary paid days per year. Per the Collective Agreement, IBEW members have first consideration.**

**Application:** If you are interested in this opportunity, apply directly through our ADP Applicant Tracking System (ATS). Instructions on how to apply to this opportunity (or other postings) can be found on our [website](#). No phone calls please.

**This posting closes on Thursday, December 12, 2024 @ 11:59 p.m.**

*We thank all applicants for their interest. However, only those being considered 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 for candidate selection.*

*As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.*

*The Town of Midland is committed to providing accommodation based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.*



## Town of Midland - Job Description

**Position Title:** Environmental Engineer

**Department:** Environment and Infrastructure - Engineering

**Reports To:** Manager, Engineering & Capital Projects

### Position Summary

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The Environmental Engineer prepares contracts, monitors the performance of consultants and contractors, and ensures compliance to contracts and applicable standards, specifications, and legislative requirements on municipal capital projects. The Environmental Engineer will focus primarily on municipal and development water and wastewater projects, while still supporting the needs of the department. This position provides expertise and advice to management, Council, corporate departments, and staff, and addresses inquiries from same and the public. This role will liaise with external agencies and Town staff on project related issues and prepare budget recommendations. The Environmental Engineer is responsible for issuing contract tenders, reviewing contract proposals, and in conjunction with the Manager, recommending award of contracts. Further, this role will review and comment on engineering designs, reports, and estimates in support of developmental design. The Environmental Engineer will complete inspections and sign off as part of the Construction process and as required for municipal projects.

### Duties & Responsibilities

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- Directs, oversees, coordinates, and administers the activities of consultants working for the Town on municipal water and wastewater projects and development projects.
- Prepares preliminary design alternatives and final designs for the construction of municipal water, wastewater and stormwater capital projects which may include the collection systems, distribution systems, treatment systems, pumping stations, water productions systems, and water storage systems.
- Review and comment on development Draft Plans, background reports and studies in support of Draft Plans as they relate to Township infrastructure.
- Reviews and comments on engineering drawings, design sheets, estimates, and detailed reports (servicing, stormwater, geotechnical, noise, archaeological, environmental, hydrogeological, etc.) in support of the project design.
- Executes the planning and design process of municipal projects in accordance with the Environmental Assessment Act.
- Prepares procurement documents and specifications for municipal servicing projects, maintenance and servicing work; and administers maintenance and service contracts.
- Reviews and verifies tender quantities and preliminary and detailed engineering cost estimates in preparation of tender documents and annual budgets. Identifies, researches, analyzes, and makes recommendations for annual capital projects.
- Prepares and approves tender advertisements, notice of projects, notice of public meetings, and hearing ads in accordance with the Class EA process, the Ontario Municipal Act, and Town policies.
- Reviews, comments, and approves engineering drawings for Town initiated projects by other departments, developers, outside consultants or the County of Simcoe, and ensures compliance with Town Standards on existing/proposed municipal services.
- Acts as the Town representative in dealing with the public, property owners, other departments, utilities, consultants, other levels of government, etc. on matters related to Town initiated municipal services engineering projects, including resolving/referring complaints, and obtaining necessary approvals as required.

- Performs general site inspections and attends progress design meetings for projects involving Town works. Chairs and prepares minutes for progress design and site meetings as required on all Town initiated engineering projects to ensure services are constructed in accordance with Town Standards and Specifications. Resolves problems related to design/installation of services, including interpretation, and assisting inspectors or consultants in the enforcement of contracts.
- Reviews and makes recommendations for approval of payments for consultants, contractors and others retained by the Town, including review and analysis of claims for extras and recommending their approval or otherwise. Processes the approved claims.
- Prepares and/or analyzes tender bid forms, geotechnical reports, engineering reports and other technical studies, and makes recommendations on same.
- Prepares standards, policies, and specifications for municipal servicing projects, including reviewing and recommending new materials for acceptance.
- Reviews, analyzes, evaluates, and makes recommendations for award of successful requests for proposal for engineering design services.
- Attends internal and public meetings and participates on related committees as assigned.
- Difficult case management: provides expertise and guidance to staff; leads in the resolution of public complaints / concerns / inquiries which may or may not be covered under policies and procedures, legislation, industry standards, etc., or require expert interpretation of same; maintains good public relations with an emphasis on residents' complaints and Council requests.
- Maintains current thorough knowledge of the Occupational Health and Safety Act, and other related legislation to job function.
- Utilizes computer applications for the purpose of engineering drawings review, report preparation, public meeting presentations and data collection/analysis, design calculations and e-mail correspondence, including AutoCAD, Arcmap, water and wastewater modelling and asset management systems.
- Performs other related duties, as assigned, that are in accordance with job responsibilities or necessary departmental or corporate objectives.

### **Qualifications and Requirements**

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- University Degree (Bachelor) in Engineering and Engineer-in-Training (EIT) designation with Professional Engineers of Ontario with eligibility for a Professional Engineer (P.Eng.) designation within two (2) years of commencing employment. A P.Eng. designation registered with the Province of Ontario is an asset.
- Minimum of three (3) years of project management experience.
- Minimum of three (3) years of municipal servicing engineering experience including experience in detailed design, water/wastewater, development servicing, or transportation engineering.
- Working knowledge and experience with municipal water and wastewater infrastructure is an asset.
- Excellent interpersonal and verbal and written communication skills to successfully work as a member of a cooperative team. Represents the department professionally and courteously in dealing with other colleagues, groups, individuals, and the public.
- A valid class 'G' class Ontario driver's license and a reliable vehicle required.
- May have to utilize own personal vehicle to perform job duties (car allowance and kilometer rates paid in accordance with IBEW Collective Agreement)
- Drafting and mapping skills are required.
- Exceptional organizational, prioritization and problem-solving skills.
- Thorough working knowledge of the Occupational Health and Safety Act, Confined Space, and

other applicable safety and/or compliance legislation, regulations, guidelines, standards, statues, and best practices.

- Must be able to deal effectively with the public, consultants, contractors, owners, lawyers and government agencies, staff, and Council members.

### **Effort/Physical Demands**

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- Work involves mental and visual concentration with frequent interruptions.
- Physical demand requires standing, sitting, walking and some lifting.
- Visual attention for health and safety compliance and personal safety while on the job.

### **Working Conditions**

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- Primary working environment will be at the Town Municipal offices.
- Normal work week is 35 hours – may be required to work evenings and weekends as needed for meetings (Council, budget, projects, and various committees).
- May be required to attend seminars/workshops where applicable.