

**County of Lambton  
Position Description****Position Title:** Public Works Technologist**Division:** Infrastructure &  
Development Services**Group:** Non-Union**Immediate Supervisor:** Manager - Public Works**Position Summary**

Supervise and administer the activities of the Waste Management Department and provides technical assistance with respect to municipal infrastructure (roads & bridges, etc.) and all Waste Management functions. Expected to make technical and administrative decisions and work with other staff within the organization to facilitate the coordination of operations, identify asset requirements, and implement capital roads, bridge and waste disposal projects and programming. Assist with the management and supervision of the design of a safe, efficient road system within the County, including roadway and bridge system inventories and special infrastructure projects.

**Job Duties and Responsibilities****Municipal Infrastructure and Service Management (Waste)**

- Oversee the County's bridge inspection program, as per Ontario Structure Inspection Program (OSIM), in accordance with legislated standards.
- Supervise and administer the activities of the Waste Management Department including assisting in the preparation of the budget and ensuring budgets are not exceeded.
- Manage the development and compliance of County open and closed landfill sites in accordance with certificate of approvals, current legislation, contractual agreements, and industry standards.
- Organizes and executes County waste related programming, including necessary studies, events, education, and government, municipal and public liaison
- Administer the ongoing operating contracts related to the leachate treatment facility and landfills; monitor the routine activities.
- Administer the engineering consulting assignments as it relates to monitoring and reporting of the existing landfills and leachate treatment facility and make recommendations for solutions as per regulations.
- Regular landfill site inspection to confirm regulatory, contract, and environmental compliance. Coordinate and /or execute electronic surveys (total station, GPS) utilizing County Crews and total station equipment and perform all related drafting and modifications related to County landfills.
- Develops, implements and coordinates the County's waste management initiatives and policy as it relates to the County's Waste Management Master Plan, including the administration of the household hazardous waste (HHW) program and other initiatives as required.

- Assists in preparing, planning, administering, reviewing various technical studies, designs, estimates, tenders, quotations, agreements and projects such as annual reports, collection contracts, installation of monitoring wells and methane gas abatement measures that are prepared, or carried out, by the City, contractors or consultants
- Maintain databases with respect to solid waste disposal information and the County owned landfills and leachate treatment facility.
- Review and provide amendments to the website content related to waste management including public advertisements for content and appearance.
- Communicate and enforce County policy with regards to Waste Management such as hours of service, acceptable and prohibited material.
- Receive and respond to concerns raised by residents and private corporations
- Liaise with waste management personnel from local municipalities and service providers as required.

**Collect and Catalogue Data:**

- Bridge inspection surveys, as per Ontario Structure Inspection Manual (OSIM), field work completed under the supervision of a licensed engineer.
- Develop data collection guidelines for the collection of various infrastructure assets.
- Develop data collection guidelines, maintain databases/programs, and manage reporting responsibilities for various County infrastructure and services including open and closed landfill sites, leachate treatment facility, municipal waste disposal, roadway structures, etc.

**Review, Evaluation and Recommendation:**

- Review, evaluate and provide recommendations for senior staff, committee, or council regarding existing policies as they relate to the Departments services (Roads/Infrastructure and Waste Management).
- Review assembled data and provide recommendations regarding infrastructure investments including County Bridge Program.
- Prepare and update estimates for County budget approval as it relates to site operations, Tangible Capital Asset or maintenance projects, and required staffing or consulting services.

**Purchasing:**

- Draft and distribute purchasing documents (tenders, RFPs, RFQs) and related correspondence or supporting documents/drawings
- Review prepared specifications/term of reference (as prepared by County Staff or Consultants) and revise or supplement if required to reflect current industry practices or the requirements of the project
- Respond to concerns raised by bidders/proponents through the purchasing process if required
- Evaluate submitted bids or proposal for compliance, adequacy and accuracy
- Evaluate content of submitted proposals and provide written recommendations for award, as required
- Assemble and review supplementary contract documentation

**Contract Supervision and Administration:**

- Supervise, direct or advise County staff and contracted staff to ensure projects are completed to the County's specifications and are delivered in a timely and cost-effective manner:
  - Waste Management, including the Household Hazardous Waste (HHW) Program – On Going
  - Roads and Bridges – As needed
- Review and verify submitted payment requests for accuracy and contract compliance
- Review completed projects/reports for adequacy

**General:**

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

**Supervision Requirements**

**Direct Supervision:** None

**Indirect Supervision:** Survey crew, equipment operators, County and Contract personnel as required

**Functional Authority:** Provides direction, consultative service and advice on Public Works issues and services to the corporation/division/department/designated client groups. Directs County Construction Technicians as well as Contracted services as required.

**Credentials Required****Minimum Formal Education**

- Post-secondary Degree/Diploma through a Civil Engineering degree or diploma program from a recognized University or Community College.
- Certification with either the Professional Engineers of Ontario (PEO) or the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)

**Experience**

- A minimum of four (4) years of public or private sector public works experience relevant to the scope of service associated with the position. Experience in a municipal setting would be an asset.
- Certification as a Project Management Professional and completion of a Manager of Landfill Operations, or similar, are an asset.

- Demonstrated experience and thorough knowledge of Civil Engineering practices pertaining to municipal design, construction, and contract administration related to roadways, bridges and culverts, including the Canadian Highway Bridge Design Code (CHBDC).
- Demonstrated ability to use multiple office software products including Microsoft Office, Autodesk Land Desktop/Civil 3D, and ESRI software.
- Working knowledge of Ontario Traffic Manuals, O.P.S.S. and O.P.S.D., Transportation Association of Canada (TAC) guidelines, Municipal Class Environmental Assessments (MCEA), Roadside Safety Manuals, Occupational Health and Safety Act, Ontario Municipal Act, Planning Act are all considered an asset.
- Possess excellent written communication skills; able to prepare clear, effective reports, letters and memoranda.
- Good organizational, interpersonal, collaborative, problem-solving, record-keeping and analytical skills.
- Courtesy and diplomacy in dealing with the public, other agencies, and other staff.
- Ability to work in a team environment and independently with limited supervision.
- Ability to conduct field work, site, and construction inspections.
- Strong capital, maintenance, and rehabilitation planning abilities; project management skills, cost estimating experience, and related technical experience/expertise

A valid Ontario driver's license and use of a vehicle.

**Please visit our job board at [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and search for posting PUBLI005253 to apply. Posting closes Sunday, January 19th at 11:59 pm.**