



Engineering Technician

Competition # 2026-04

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 9,000 located on the southerly tip of beautiful Georgian Bay. Under the supervision of the Manager of Capital Projects, provides technical support for internal departments and assists with operational and capital projects. Provides technical support on the management and maintenance of the municipal infrastructure. Acts as liaison between Engineering Consultants, Developers and Contractors on projects involving the Department to ensure that Town engineering standards are being adhered to. Carries out studies related to Public Works operations and contributes to planning for future infrastructure projects.

Duties include but are not limited to:

- Assists in reviewing and inspecting municipal infrastructure works including facilities and buildings connecting to municipal roads, water, sewer and/or storm sewer systems. Provides recommendations for changes and upgrades to Town engineering standards or other requirements.
- Leads stormwater facility inspection program and maintains compliance to the Coordinated Linear Infrastructure program for Stormwater and Wastewater with annual reporting and inspections.
- Manages the utility installation program for new residences.
- Acts as the Town representative when on site for municipal infrastructure projects and works in conjunction with Environmental Services Division and Roads Division.
- Provides feedback on municipal infrastructure to update and maintain the GIS database.
- Provides technical assistance on other construction projects and capital budget items from other Departments as required.
- Prepares reports to the CAO/Town Clerk, Section and Council, as required.
- Supports general administrative services for the Public Works office
- Assists with funding applications for infrastructure projects and ensures compliance with funding program requirements.
- Assists with the Administration of the West Nile Virus Program
- Assists with fleet management services including, but not limited to, vehicle procurement and telematic tracking services.
- Assists in the development of Departmental policies, procedures and contingency plans
- Carries out municipal infrastructure inspections and studies to support operational and capital projects.
- Provides technical assistance on municipal projects and capital budget items from other Departments as required.
- Assists the Asset Management Coordinator/GIS Technician with updated infrastructure information and other supportive services when required.
- Conducts asset condition assessments for municipal infrastructure to support the Town's Asset Management Plan.
- Assists with procurement related functions
- Other duties as assigned

Required qualifications:

- A post-secondary diploma in a related field of study or Civil or Environmental Engineering Technology Preferred
- Certified Engineering Technologist (C.E.T.) or Certified Engineering Technician (C.Tech) or equivalent experience Preferred
- At Least three (3) years experience working in a capacity that deals with municipal infrastructure
- Comprehensive knowledge of Acts and Regulations pertaining to the delivery of water, sewer and road services, including the OHSA.
- Must understand basic surveying
- Must possess public relations and interpersonal skills.
- Must have excellent organizational, verbal and written communication skills.
- Must recognize when matters are confidential and exhibit discretion.
- Must have a valid unrestricted class G Ontario Driver's license.

- Requires good computer skills including word processing/spreadsheet, presentation software, web content, internet and email programs, ESRI GIS products.

Compensation: The starting rate of pay for this position is \$37.39 per hour, based on a 35 hour workweek. *This is a full-time unionized position covered under CUPE, Local 2380.08*

Interested individuals are asked to forward their resume and cover letter, no later than **4:30 p.m. on February 3, 2026**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection. The Town will accommodate materials or processes required based on the individual's needs upon request in accordance with the Integrated Accessibility Regulation.