

City of Thorold

Engineering Technician II (Union)

Department.. Public Works & Community Services **Pay Grid Level.....**6
Hours of Work.....40 **Reports to.....**Manager of Engineering

Job Summary

To manage infrastructure improvement and expansion projects and to aid in the management of the municipal water, sanitary, storm and road systems.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> • Minimum three (3) year Community College diploma in Civil Engineering Technology and Certified Engineering Technologist (CET) designation
Experience	<ul style="list-style-type: none"> • Minimum of four to five (4-5) years' experience in municipal engineering or related field
Qualifications, Supplementary Knowledge, Certifications or Designations	<ul style="list-style-type: none"> • Valid driver's license required • Good written and verbal communication skills required. • Must be able to deal effectively with the general public

Duties & Responsibilities

- Administers, prepares, co-ordinates requirements and reviews designs, reports, specifications and any documentation related to construction projects and land development proposals under the supervision of the Project Manager
- Administer and provide effective project and contract management on various capital projects, under the supervision of the Project Manager
- Review draft agreements and administer finalized agreements
- Assist the Project Manager in the management of consultants
- Review consultants' work from a technical perspective to ensure that their designs are complete and meet corporate standards and all terms of reference.
- Conducts surveys, investigations, and studies for a variety of proposals, programs, land

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development applications and projects pertaining to the City's facilities and infrastructure.

- Programs, operates and maintains a variety of mechanical, digital, analogue, wireless, computerized and other equipment and systems in performing surveys, drafting, calculations, diagnostics, repairs, studies, etc.
- Analyze construction methods and advise/implement most cost effective and efficient process under the supervision of the Project Manager
- Complete technical review of engineering drawings and calculations submitted by consulting engineers under the supervision of the Project Manager
- Assist Project Manager on technical matters regarding design, traffic data, by-laws, tendering and reports to Council
- Monitor status of on-going projects, securities and expiration dates and make recommendations in co-operation with the Financial Management Services Department
- Investigates, develops, recommends or approves adaptation or modification to technical methods or procedures to deal with deviations from accepted standards, precedents or situations under the supervision of the Project Manager
- Assist with the preparation of proposals for future projects under the supervision of the Project Manager
- Assist in the preparation of tenders/quotes/RFP's and cost estimates
- Assist in the management of tenders and quotes, both those prepared by consultants, and those prepared by County staff.
- Reviews payment certificates, change orders, purchase orders, and invoices for contractors and consultants for work performed, correctness and progress of work, and recommends to Manager for approval.
- Ensure that all necessary approvals and financial requirements are met prior to commencement of servicing work under subdivision or site plan agreements and special development and re-development programs under the supervision of the Project Manager
- Ensure adequate site inspections and work is carried out in a satisfactory manner
- Checks and provides progress/inspection reports on the work of contractors and developers to ensure adherence to approved designs, procedures, regulations, statutes, specifications etc.
- Aids in the Preparation of reports for the Planning and Building Services Department on the following applications: (a) Land Division Committee applications (b) Zoning by-law amendment applications (c) Committee of Adjustment applications and (d) Niagara Escarpment Commission applications with regard to servicing
- Liaise with other municipal departments/sections as well as outside agencies (NPCA, NEC, MTO, MOE, Niagara Region Public Works Department, etc) on matters requiring expertise in the area of grading, site services or development type agreements
- Respond to inquiries, resolve complaints and provide information on municipal development related matters at the office and in the field
- Complete other tasks as specifically assigned by the Manager of Engineering
- Other duties as required

Additional Information

- Occasionally work procedures or methods have to be explained to new or inexperienced employees
- Direction of Co-op students and outside contractors when applicable

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- Overtime is required at various times of the year

Working Conditions

- Required to work under the direction of the Manager of Engineering with considerable independence of action. Work performed in an office environment with field inspections as required. Work involves mental and visual concentration with some interruptions.

Approvals

	Name	Signature	Date
Director	Geoff Holman	<i>Geoff Holman</i>	June 2024
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	June 2024

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Last reviewed: May 2024

Pursuant to Section 4.2 (b) of the Manual of Procedures for the Joint Job Evaluation process, this job description is hereby acknowledged as received by CUPE, Local 151.

	Name	Signature	Date
Union President or Delegate			

	Name	Signature	Date
Incumbent			