

## JOIN OUR TEAM

### Engineering Technician II

#### Working for City of Thorold

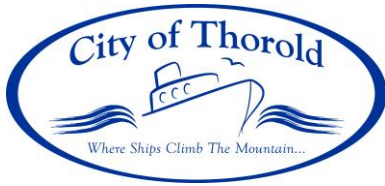
By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region. Working with us means a great pension, benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

#### Primary Function

The role of the Engineering Technician II is to manage infrastructure improvement and expansion projects and to aid in the management of the municipal water, sanitary, storm and road systems.

#### Duties and 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 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 require

## Education/Experience

- Minimum three (3) year Community College diploma in Civil Engineering Technology or related field
- Certified Engineering Technologist (CET) designation
- Minimum of four to five (4-5) years' experience in municipal engineering or related field.

## Conditions of Employment

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. Valid driver's licence required. Overtime is required at various times of the year. Good written and verbal communication skills required. Must be able to deal effectively with the general public.

The above statement 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. A detailed job description can be found at [www.thorold.ca/jobs](http://www.thorold.ca/jobs)

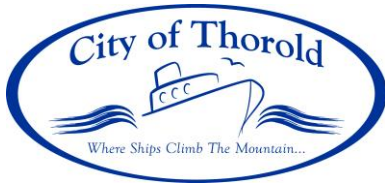
**Location:** Municipal Operations Centre, Thorold

**Rate of pay:** \$39.04 - \$39.82 per hour

**Position Type:** Full time permanent, unionized position

**Hours of Work:** 40 hours per week. 7:30am - 4:00pm Monday to Friday

Interested candidates are invited to submit their detailed resume and cover letter to the Human Resources department, via [hr@thorold.ca](mailto:hr@thorold.ca) no later than **Sunday October 6, 2024**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.



# Thorold

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, the City accommodates the individual needs of all applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.