



POSITION DESCRIPTION

POSITION:	TECHNOLOGIST
DEPARTMENT:	DEVELOPMENT SERVICES AND ENGINEERING
CURRENT ISSUE:	FEBRUARY 2025
NEXT REVISION:	FEBRUARY 2030
AFFILIATION:	NON-UNION

POSITION SUMMARY:

Reporting directly to the Director of Development Services and Engineering, the Engineering Technologist is responsible for reviewing all development applications and providing input as part of the pre-consultation process for upcoming development and assisting in the development of policies and procedures as it relates to the development review process. The position assists with the management of capital projects including the preparation of detailed designs, tenders, contracts and agreements and ensures coordination between development applications and capital projects. The position also provides input and assists with the management of long-range master plans.

DUTIES AND RESPONSIBILITIES:

1. Provides detailed comments on a wide range of development applications including draft plans of subdivisions, site plan control, zoning by-law amendments, consents and minor variances.
2. Attends pre-consultation meetings with planning staff and provides comments on pre-consultations from an engineering perspective including grading and drainage/stormwater management and servicing.
3. Is responsible for using GIS programs to assist in the provision of maps and print outs for clients as well as providing system information to designers and other departments.
4. Assists the Director in preparation of the annual budget for capital projects.
5. Project manages and provides technical expertise for major and minor capital projects throughout the municipality including the reconstruction on bridges, roadways, and water & sewer projects including completion of environmental assessments, preliminary and detailed design and tender preparation, awarding, and contract administration.
6. Completes site inspections and plans review for developments including subdivisions and site plan control applications for compliance and recommends security release(s), as appropriate.
7. Assists in the development of Municipal Standards and Policies related to the Development Services and Engineering Department.
8. Drafts Delegated Authority and reports for Committee and Council along with presentations to Committee of the Whole.

9. Acts as a Resource Person to other departments and Committees as assigned by the Director of Development Services and Engineering.
10. Performs other duties as required by the Director of Development Services and Engineering.

QUALIFICATIONS:

- College Diploma in Civil Engineering or similar education and experience. A Civil Engineering Technologist designation would be considered an asset.
- Certified Engineering Technologist (C.E.T.) as designated by OACETT preferred or the capability of obtaining a C.E.T. Designation within 2 years.
- Three years related experience preferred.
- Working knowledge of computerized applications which assist engineering works such as GIS, Bluebeam, Adobe Pro.
- Surveying and inspection experience.
- Ability to review engineering plans and studies.
- Understanding and knowledge of provincial engineering standards and regulations.
- Excellent written and oral communication skills.
- In depth knowledge of regulations, policies, and guidelines related to Municipal operations and infrastructure.
- Strong interpersonal skills working with members of the public, developers and applicants, external agencies and a variety of internal municipal departments.
- Experience and knowledge of Microsoft Office suite of programs including Word, Excel and PowerPoint
- Excellent at planning and organizing projects.
- Knowledge and experience with capital projects, the development review process, civil construction, tendering and contract administration.
- Valid Ontario Driver's License (Class G).

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employees and property owners related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.

- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Director of Development Services and Engineering.

SIGNATURE

DATE

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

DEVELOPMENT SERVICES AND ENGINEERING TECHNICIAN - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities.

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position			X	
Standing – remaining on one’s feet in an upright position without moving about or combined with walking		X		
Walking – moving about on foot on level or uneven surfaces		X		
Stooping/Bending – bending down and forward at the waist in a sitting or standing position		X		
Kneeling – bending legs to rest on one or both knees		X		
Crouching/Squatting – Bending down and forward by bending legs at knees		X		
Crawling – Moving about on hands and/or knees or feet.	X			
Twisting – Rotating upper torso left and right while sitting or standing		X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.		X		
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.		X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.				X
Reaching – extending hands and/or arms below, at or above shoulder height		X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping		X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.		X		
Lifting	Under 10 lb. (4.5 kg)	X		

	10 – 20 lb. (4.5 – 9.0 kg)		X		
	20 – 40 lb. (9.0 – 18.0 kg)		X		
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift	X			

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors	X	
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	X	

WORKING RELATIONSHIPS

Internal	Other Development Services and Engineering employees - planners, engineers and building staff. CAO in absence of Director; Council members and staff in other departments
External	Liaison with residents and property owners, other municipalities, Provincial departments, agencies and various contractors, suppliers of services and equipment, utility companies and others using municipal properties.

Internal

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents/Property Owners		X				Providing information, follow-up on complaints and inquiries	X	X
Stakeholders/ Developers		X				As team leader and member; supporting departments and unit activities, purchase orders	X	X
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council			X			Providing information, seeking approval/direction	X	X

External

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses		X				Supporting referred-in workload	X	X

ENVIRONMENTAL DEMANDS:

This position may have to work on a number of projects at one time and frequent interruptions may be common. The office environment may be busy, noisy often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage various issues. The position requires frequent use of the computer and other office equipment. The position also requires critical thinking and problem solving under pressure.

WORKING CONDITIONS:

This position is required to work regular full-time hours in an office environment, as well as, working in the outdoor environment on construction sites and within our road network. Additional work may be required to complete special requests or projects. After hours meeting attendance or travel may also be required.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent