



## MUNICIPALITY OF MISSISSIPPI MILLS JOB DESCRIPTION

<b>DEPARTMENT:</b>	Roads and Public Works
<b>DIVISION:</b>	Roads and Public Works
<b>JOB TITLE:</b>	Roads and Public Works Technologist
<b>EMPLOYEE GROUP:</b>	Non Union
<b>SUPERVISOR:</b>	Director of Roads and Public Works
<b>REVISION DATE:</b>	July 2018

### **POSITION SUMMARY AND SCOPE:**

The Roads and Public Works Technologist is responsible for assisting the Director of Roads and Public Works in the preparation of infrastructure management systems, field surveys, project management, inspections and supervision. The position will also assist the Director of Roads and Public Works as well as other Department Heads with tenders, contracts and agreements.

### **DUTIES AND RESPONSIBILITIES:**

1. Completes and updates asset management schedules and long term financial planning forecasts for municipal infrastructure related to the Roads and Public Works department including but not limited to the transportation network and sewer and water.
2. Responsible for managing the Municipal GIS related to the Roads and Public Works department and ensuring information is kept up to date.
3. Assist the Director in preparation of the annual budget.
4. Project manages and provides technical expertise for major and minor capital projects throughout the municipality including but not limited to reconstruction on bridges, roadways, and water & sewer including completion of environmental assessments, preliminary and detailed design, tender preparation, awarding and contract administration of capital works contracts. Reviews and takes actions to correct deviations and/or deficiencies identified during the completion of capital works projects.
5. Completes site inspections, and ensures construction inspections being completed by internal staff or on behalf of the Municipality by a consultant are performed at appropriate frequency and quality required for the works being completed.
6. Reviews, and comments on site plans and servicing plans for subdivisions and smaller development (i.e. sewers, water mains, services, property line locations, and drainage) as assigned by the Director of Roads and Public Works.
7. Provides both field and document review on external construction projects, including subdivisions to protect the Municipality's interest and ensure that development is completed in accordance with approved site plans. Makes recommendations for preliminary and final acceptance, and administers securities for development.

8. Represents Mississippi Mills as alternate in waste management activities with our municipal waste partners in developing and administering the joint municipal contracts
9. Assists in the development of Municipal Standards and Policies related to the Roads and Public Works Department.
10. Ensures all engineering equipment (traffic counters, surveying, plotter, GPS etc.) is maintained.
11. Drafts and prepares reports to Committee and other staff.
12. Monitors performance of various departmental contracted services to ensure work is completed as outlined in the respective contract.
13. Resource person to the Municipality's Environmental Advisory Committee.
14. Performs other duties as directed by the Director of Roads and Public Works or CAO.

**EDUCATIONAL REQUIREMENTS:**

- 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.

**SKILLS AND COMPETENCIES:**

- Excellent written and oral communication skills.
- In depth knowledge of regulations, policies, and guidelines as they relate to Municipal operations and infrastructure.
- Strong interpersonal skills.
- Working knowledge of computerized applications which assist engineering and public works operations.
- Surveying and inspection experience.
- Knowledge of construction equipment capabilities.
- Strong word processing, spreadsheet and database computer skills.
- Excellent at planning and organizing.
- Knowledge and experience with civil construction, tendering and contract administration.
- Valid Ontario Driver's License (Class G).

**EXPERIENCE:**

- Minimum of three years related experience.

**WORKING RELATIONSHIPS:**

<b>Internal</b>	Other Roads and Public Works employees - operators and skilled labourers; CAO in absence of Director; Council members and staff in other departments
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<b>External</b>	Liaison with residents, other municipalities, Provincial departments, agencies and various contractors, suppliers of services and equipment, utility companies and others using municipal properties.
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**SUPERVISOR/MANAGEMENT:**

The position does not have supervisory responsibilities.

**WORKING CONDITIONS:**

Hours of work: 40 hours per week  
Evening Meetings and overtime may be required