



**Engineering Technologist III
Permanent Full Time
Job Posting #: 2022-32**

The City of Owen Sound is seeking experienced and qualified applicants for the role of Engineering Technologist III. This position will focus on Development Engineering, under the direction of the Manager of Engineering Services, provides the primary support for and liaison to the Planning and Heritage Division for Engineering Services issues in relation to the development process including servicing comments and co-ordination for site plans, zoning by-law amendments, severances and minor variances. Subdivision and servicing agreements coordination and administration under the direction of the Manager of Engineering Services will also be a primary responsibility.



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto, and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines. The City of Owen Sound municipal offices are located in the City's historic downtown core. Urban convenience is reconciled with balanced lifestyle in this welcoming, vibrant and growing community. Enjoy visits to galleries, library, theatres, museums, festivals, local shopping and dining right outside the doors of City Hall.

The successful candidate will have a diploma in Civil, Construction, Architectural, or Environmental Engineering Technology or Engineering Technician combined with experience and academic upgrading equivalent to the three (3) year Engineering Technology program.

Additional Skills/Competencies/Requirements:

- Excellent computer skills – proficient in Microsoft Office products and AutoCAD (LDD and/or Civil 3D) software.
- Strong experience in municipal roads and utilities (water distribution, wastewater and storm sewer collection systems) infrastructure and related servicing.
- Strong experience using system modelling software such as Bentley WaterGEMS for water distribution and Innowyze, InfoSWMM SA for wastewater collection systems and InfoSWMM for storm water systems.
- Experience in capital asset management and costing systems for roads, water, wastewater and storm water infrastructure.
- Experience in GIS (Geographical Information System) and infrastructure management systems and software using ESRI software.
- Effective communication (verbal and written) skills that demonstrate an ability to deal with the general public, consultants, developers and City staff in an efficient, courteous and diplomatic manner.
- Thorough knowledge of municipal services and utilities (roads, sidewalks, water, sanitary, storm) systems and OPSS, OPSD and geometric design standards.
- Time management skills, prioritize workload while dealing with multiple demands to meet both long and short term deadlines.
- Possess and maintain a valid Ontario Class “G” Driver’s License, clean driving abstract and access to a reliable vehicle.
- Able to utilize reflective reasoning to solve or recommend solutions to situations within scope of responsibility through assessment of existing methods or procedures with a realistic understanding of the issues and the impact of decision on the division or staff.
- Demonstrate professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion
- Excellent conflict resolution skills, along with the ability to listen
- Possess a valid driver’s licence and access to a reliable vehicle

Please note the City is currently undergoing a Corporate-Wide Service Level Review, therefore potential reporting alignment or the duties and accountabilities are subject to modification.

The annual salary range for this position is \$68,231 - \$80,316 and the City offers a comprehensive employer paid Extended Health & Dental program and OMERS pension. The City has a remote and flexible work policy. To explore this opportunity further, we invite applicants to forward their resume and cover letter by January 20, 2023 at 4:30pm to:

Human Resources Manager
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.

Department: Public Works & Engineering **Division** Engineering

Job Title: Engineering Technologist III (4 staff positions with duties as assigned below)

Union: CUPE 1189

Direct Supervisor: Manager of Engineering Services

Revision Date: February 26, 2021

Position Summary and Scope:

1. **Development Services** – At any given time, this position generally provides the primary support for and liaison to the Planning and Heritage Division on behalf of the Engineering Services Division for issues in relation to the development process including servicing comments and co-ordination for site plans, zoning by-law amendments, severances and minor variances. Subdivision and servicing agreements coordination and administration under the direction of the Manager of Engineering Services will also be a primary responsibility.
2. **Infrastructure and Municipal Utilities** – At any given time, this position generally monitors and maintains the City's infrastructure records system for Public Works including maintaining and updating engineering standards, drawings in hard copy/digital format and modelling for water, wastewater and storm water systems. The individual plays a key role in maintaining Public Works infrastructure records related to existing, rehabilitated and new infrastructure in AutoCAD format and providing updates that are compatible with the City's Geographical Information System and capital asset costing for the asset management system. The position provides Engineering Services' primary technical support and capital project management for the Water, Waste Water and Storm Water Management Sections of the Public Works Division – Public Works and Engineering Department.
3. **Traffic and Construction** – At any given time, this position generally provides support to maintain and oversee the City's capital and construction programme for the Engineering Services Division including roads, sidewalks, water distribution, wastewater collection, storm water collection and drainage systems, streetlights and traffic signal systems. This involves the use of AutoCAD, asset management software (such as Citywide) and GIS software (ArcGIS). Use of traffic system modelling software (Trafficware Synchro Studio) and traffic system operating software (Aries) is also a requirement of this position. The primary purpose of this position is the performance of traffic services including overseeing, monitoring and maintaining the City's traffic signal system and equipment through a contract service provider. Duties also include system design, installation projects and troubleshooting as well as emergency on-call availability for traffic signals on a 24 hour/day basis. Other duties include traffic signage compliance.
4. **Corridor Control and Construction** – At any given time, this position generally provides support to maintain and oversee the City's capital and construction programme, particularly the annual asphalt resurfacing and concrete replacement programmes. This position also is responsible for overseeing, monitoring and maintaining the City's streetlight system and equipment. The position coordinates with other users of the City's road allowances and corridors and liaises with and processes utility applications for entities such as Hydro One, Enbridge Gas, Rogers Communications, Bell Canada, etc.

Duties and Accountabilities:

Daily

Assists the Manager with the co-ordination and management of capital asset capacity planning, condition, optimisation and servicing studies for linear assets such as roads, water, sanitary sewers, storm sewers, traffic signals, streetlights, roadway signage and related infrastructure. This may include vertical infrastructure such as pumping stations and valve chambers.

Performs modelling and analysis particularly as it relates to infrastructure owned by the City within the roadway such as watermain, sanitary and storm sewers

Produces infrastructure asset values by class and location from payment certificates that will be loaded into the City's asset management system utilising Work Tech.

Administer development related Engineering agreements for subdivisions and servicing and co-ordinate servicing applications as assigned by the Manager.

Review, co-ordinate and provide comments for the Planning Division as it pertains to Engineering for site plan and other development applications under the direction of the Manager.

Support Building & Planning staff as it pertains to general Inquiries related to water, wastewater and storm water, municipal servicing, roads and roads related drainage

Project management of assigned projects tasks as determined by the Manager of Engineering Services with emphasis on water, wastewater, storm water and roads capital and construction.

Processes public and/or City concerns and complaints regarding any Engineering and capital project related issue in the City.

Maintains engineering drawing filing system and standards.

Administers asset, servicing and plans records in AutoCAD format and works with the Geographical Information System (GIS) Specialist to provide infrastructure data in compatible format files for GIS (ESRI/ArcGIS).

Assists in the preparation of, prepares or reviews consultant Progress Payment Certificates and Tender Documents, agreement releases and related items for Engineering capital construction projects and agreements.

Monitors the City's traffic signal equipment to maintain a standard of safety in accordance with City policy, legal regulations and provincial guidelines.

Designs the intersections for the necessary equipment, assists in the field installation by contractors and programs the controllers with the appropriate signal timing.

Project management for assigned projects and tasks as determined by the Manager of Engineering Services

Collects and summarizes traffic data and prepares reports, reviews and provides comments for traffic impact studies supporting developments.

Completes, coordinates or assists in technical analysis of warrants/studies for School Crossing

Guards

Administers development related Engineering servicing agreements for roads and traffic upgrading and co-ordinates servicing applications as assigned by the Manager.

Drafts and prepares plans and profiles, including pre-engineering design for construction projects, particularly for legal intersection traffic signal design (MTO PHM-125 drawing)

Preliminary and final design of roads, traffic signal systems, sanitary and storm sewers and water mains.

Assist in complaint response and other engineering related duties, tasks and projects as assigned by the Manager of Engineering Services.

Liaison with other utility companies and coordinates capital and construction individually and through the Utility Coordinating Committee, if applicable

Periodic

Surveying and inspection for pre-engineering, servicing and construction projects using GPS survey equipment.

Preliminary design of roads, sanitary and storm sewers/drainage system and water mains.

Assists in complaint response and other engineering related duties, tasks and projects as assigned by the Manager of Engineering Services.

Liaison with other City staff, outside agencies and utilities as required.

Attend Development Team and Committee of Adjustment meetings and provide or coordinate response to inquiries for same.

Subdivision and Servicing Agreements draft preparation and revision.

Provide development and Committee of Adjustment comments to Planning staff; review and analysis of consultants' reports, memo preparation to Planning Division on behalf of Public Works and Engineering Department.

Off-street parking inquiries and permit applications.

On-street parking inquiries and traffic by-law amendments.

City road allowance and City Lanes – related issues, inquiries, encroachments.

Traffic control signage reviews and recommendations.

Pedestrian Crossovers, School Safety Zones, Traffic Calming and Community Safety Zones reviews and recommendations.

Transit related technical support.

Private property drainage inquiries response and reviews Prepare reports and miscellaneous correspondence for City staff, consultants, developers, the public, Council and Committee

members.

Technical reviews and analysis of on-street parking, reports and recommendations to the appropriate Committee of Council and works with the Clerk's Division to ensure the appropriate Traffic By-law amendments are made.

Occasional:

Prepares reports and miscellaneous correspondence for City staff, consultants, developers, the public and occasionally Committees and Council.

Drafts and prepares plans and profiles, including pre-engineering design for construction projects

Submission or assists in the submission of PHM-125 drawings for approval by MTO.

On call on a 24 hour per day basis in case there is a breakdown in the traffic signal system with response, analysis at the site and coordination with the traffic signal contractor.

Technical/engineering review, evaluation and public inquiry response to construction projects, traffic signals or street lighting

Employee Health & Safety Responsibilities:

Carry out work in a safe manner, preventing safety hazards to the incumbent and others;

Actively participate in all COS safety initiatives and trainings;

Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation.

Follow all COS policies and procedures as well as the Occupational Health and Safety Act.

For a detailed description of worker responsibilities, see the Occupational Health and Safety Act Part III Section 28.

Educational Requirements:

College Diploma or Equivalent

Details – Specialty, major etc.:

Diploma in Civil/Construction/Architectural/Environmental Engineering Technology (three year program) or Engineering Technician (two year program) combined with experience and academic upgrading equivalent to the 3-year Engineering Technology program.

Degree in Civil Engineering from an accredited University would be an asset

International Municipal Signal Association (IMSA) Traffic Signals (Field, Design and Construction) certification at any level would be an asset

Certified Engineering Technician (C.Tech.) or Certified Engineering Technologist (CET) designation with membership in OACETT or EIT registration with PEO would be an asset

Skills and Competencies at the working level:

Excellent computer skills – proficient in Microsoft Office products and AutoCAD (LDD and/or Civil 3D) software.

Experience in traffic signal systems with programming and troubleshooting expertise would be an asset.

Experience in Geographical Information System (GIS – ArcGIS/ESRI) and infrastructure management systems and software.

Thorough knowledge of and experience with municipal services and utilities (roads, sidewalks, water, sanitary, storm) systems and OPSS/ OPSD and geometric design standards.

Knowledge of Ontario Traffic Manuals

Experience using system modelling software such as Bentley WaterGEMS for water distribution and Innowyze InfoSWMM SA for wastewater collection systems and InfoSWMM for storm water systems.

Experience in capital asset management and costing systems for municipal infrastructure.

Time management skills, prioritize workload while dealing with multiple demands to meet both long and short term deadlines.

Possess and maintain a valid Ontario Class “G” Driver’s License, clean driving abstract and access to a reliable vehicle.

Effective communication (verbal and written) skills that demonstrate an ability to deal with the general public, consultants, developers and City staff in an efficient, courteous and diplomatic manner. Strong report writing skills are required.

Demonstrate professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion

Experience at the working level:

Previous Work Related Experience:

Minimum 5 years of engineering experience that could be a combination of municipal experience and/or directly related engineering experience.

Positional on-the-job training required:

1 year experience required to learn City specific systems and infrastructure

Working Relationships:

The Engineering Technologist III works and interacts regularly with all Public Works and Engineering Department staff. Interaction occurs with other City department staff on a regular or occasional basis, depending on assigned responsibilities. The incumbent must maintain excellent

relations with service providers, contractors, Committees of Council, the general public and various other government offices.

Independence of Decision Making:

Has established policies & procedures Yes

Supervisor or lead hand usually available Yes

Problem solves within clear guidance and/or past practice Yes

Physical Demands: Length of time/repetitions/weight in average working day.

Computer Use: 4 - 7 hours

Walking: 1-2 hours

Standing: up to 5 hours

Sitting: up to 7 hours

Lifting: up to 50 kg

Ladder Climbing: Minimal

Exposure: Indoor Office Environment and Outdoor work and construction sites involved.

Working Conditions:

Hours of work: 35 hours per week

Shift length: 7 hours per day

Shift Schedule: Monday - Friday

Additional Comments:

Consequence of Errors:

Errors could result in increased risk to public health and safety, increased liability to the Corporation and unnecessary or undue hardship to City departments, contractors or the public. Reputation and reliability of the Engineering Services Division and Operations Department would be compromised.