



Job Search

Technologist / Engineering Associate

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #907

Date Posted: April 17, 2024



Internal / External

The Corporation of the City of St. Thomas, Environmental Services Department,
Capital Works Service Area, has a position for a:

Technologist / Engineering Associate

(Permanent, Full-Time)

Job Posting #907-04-24

POSITION SUMMARY:

Under the general supervision of the Manager of Capital Works, this position prepares detailed designs for municipal infrastructure projects including: sanitary and storm sewers, watermains, and roadways; prepares detailed cost estimates and tender documents; conducts detailed field surveys and studies; inspects construction projects; performs project management and contract administration, and prepares engineering drawings, specifications and contract documents.

MAJOR TASKS:

1. Inspects construction sites to ensure compliance with contract specifications, engineering standards and accepted practices and refers questionable matters to senior staff. Verifies established lines and grades from contract drawings and verifies quantities and type of materials delivered to or removed from the site. Communicates with contractors, consulting engineers, City staff and the public, as required. Conducts pre-construction and construction site meetings.
2. Assists with the preparation of engineering designs utilizing computerized and manual methods, cost estimates, tender documents and reports for storm sewers, stormwater management, sanitary sewers, watermains and various elements of the road system, including but not limited to pavement layout, curbs and gutter, sidewalks, street lighting and utilities.
3. Completes progress reports pertaining to construction projects, including but not limited to, quality and quantity of materials used, equipment and labourers on site, adherence to specifications and established schedules, weather, etc. Prepares payment certificates and change orders.
4. Performs contract administration, ensuring general conformance with contract and specifications, referring questionable matters to the Manager of Capital Works.
5. Maintains effective communications with the public on all construction projects. Ensures that all requests from the public are reviewed and dealt with in a timely manner. Must exhibit diplomacy and develop positive relations with the public.

6. Conducts surveys and studies for the Environmental Services Department and assists in the preparation of surveys and studies for other Civic operations.
7. Conducts surveys using GPS (global positioning system) and total station surveying equipment, in addition to using conventional equipment such as automatic levels and theodolites. Surveys may be required for topographic mapping, preliminary and detailed design checks, confirmation of existing field conditions and infrastructure, construction layout and checking, as-constructed information etc.
8. Checks and edits the electronic files, generated by the survey equipment to ensure accuracy of the data and create base plans from the survey information for AutoCAD drawings.
9. Prepares preliminary working drawings, maps and graphs utilizing computer aided drafting/design and manual techniques.
10. Assists in preparation for and participation in, public open house information sessions for capital projects.
11. Provides technical direction and guidance to students.
12. Maintains files and records and prepares reports as required.
13. This position must be compliant with all provisions of the Ontario Occupational Health and Safety Act that are related to "Duties of a Supervisor" and "Duties of a Worker."
14. Performs such other related duties as may be assigned.

QUALIFICATIONS:

Must have a three (3) year Diploma in Civil Engineering Technology and be eligible to obtain a Civil Engineering Technologist (C.E.T.) designation through OACETT within 48 months of hire or have a Bachelors' Degree from an accredited engineering program and be eligible to obtain a P. Eng designation with Professional Engineers Ontario within 48 months of hire. Minimum one (1) year of engineering experience. Strong technical, analytical, interpersonal and communication skills and excellent attention to detail. Must be fully proficient in MS Office including Word and Excel and AutoCAD for design purposes. Previous design and site inspection experience would be an asset. Must have a valid Ontario Driver's License – 'G' class. Ability to work independently and committed to ongoing personal and professional development.

CONDITIONS OF EMPLOYMENT:

May be required to work outside and beyond the normal hours of work. The use of a City vehicle or a privately owned vehicle may be required.

Remuneration Range: \$29.61 – \$37.00 per hour working 37.5 hours per week plus a comprehensive benefits package and OMERS pension plan. This is a CUPE Local 841 union position.

Applications must be received no later than Monday May 6, 2024 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type **Hourly**

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