

Engineering Analyst/Technologist

Infrastructure Services

Job Description:

Reporting to the Manager of Engineering Services, the Engineering Analyst/Technologist evaluates and coordinates land development related issues for Engineering, Public Works, and Drainage. This position advises on municipal traffic operations; transit operations; coordinates utility related activities; assists in establishing present and future infrastructure needs for the Municipality; provides technical assistance to Engineering staff; designs infrastructure, develops construction cost estimates and prepares contract documents; administers and provides inspections regarding in-house engineering projects; and prepares requests for proposal.

The Engineering Technologist may represent Infrastructure Services at the Development Services Review Committee, providing comments and recommendations on proposed site developments and subdivision servicing plans. The Engineering Technologist liaises directly with developers and the developer's consulting engineer and acts as the municipal Engineer's agent when required in the Engineer's absence.

Specific Duties:

- Oversee and advise on traffic operations in the Municipality.
- Oversee maintenance of traffic signal systems.
- Assist Manager of Engineering with creation of maintenance standards for municipal works.
- Respond to lawyer's and realtor's letters for engineering related matters.
- Arrange and chair quarterly utility meetings.
- Complete studies and prepare reports as necessary.
- Provide engineering information to the public and other departments.
- Review and approve all utility construction (including water mains) within the municipal rights-of-way, municipal properties, and along former railway property.
- Assist the Manager of Engineering Services in the preparation of budgets.
- Investigate and follow up on public complaints.
- Carryout investigations for engineering matters.
- Design, procure cost estimates, prepare design plans and contract documents, administer and provide inspection for in-house engineering projects.
- Review commercial, industrial, and institutional driveway permits in the urban and rural areas.
- Supervise and provide technical knowledge and expertise to supporting staff, and assist in the professional development of staff in the Engineering division.
- Assist the Manager of Engineering Services in establishing present and future infrastructure requirements for the Municipality.
- Evaluate development related issues such as zoning by-law, official plan, subdivisions, site development proposals, minor variances, severances, re-zonings, etc. from an Infrastructure Services perspective.
- Evaluate subdivision servicing plans, technical reports, and studies as submitted by developers and oversee the construction and supervision of services within subdivisions. Coordinate technical comments for the Engineering, Public Works, and Drainage divisions.
- Work with and advise the Director of Infrastructure Services with respect to by-laws and development agreements. Advise when subdivisions are to be accepted and assumed by the Municipality and prepare appropriate reports to Council.
- Advise when site developments are complete and securities may be released, or reduced.
- Act as the liaison between the Municipality and consultants and developers about current and future development projects.
- Review and address Committee of Adjustment applications for severances, minor variances, zoning, and official plan amendments.
- Provide lot grading information and service location information for new development and maintain records of these properties.
- Act as Manager of Engineering Services' agent when required.
- Comply with the Occupational Health and Safety Act and applicable regulations as well as the Municipality of Leamington's Health and Safety Program.
- Other duties as assigned.

Qualifications:

- Must have a 3-year Post-Secondary Diploma or University degree in Civil Engineering.
- Must have a minimum of 5 years' experience in a related field.
- Must hold a P.Eng. or C.E.T. designation, or be eligible to attain the designation.
- Must have experience in supervising and directing the work of others.
- Must have experience demonstrating effective written and verbal communication skills.
- Must have knowledge of computer software programs in a Windows and Microsoft Office environment.
- Must be familiar with the municipal by-laws and other applicable legislation.
- Must have experience in, traffic operations (Ontario Traffic Manual Series), traffic signal design principals, municipal infrastructure (sewers, road) design.
- Must possess a valid Ontario Class 'G' Driver's Licence.

Hours of Work:

35 hours per week.

Employee Group:

Salaried, Non-union.

Wage Rate:

\$2,885.72 to \$3,225.73 bi-weekly (2021 Rates). A comprehensive benefits package included.

Closing Date:

This posting will remain open until the Municipality has filled the position.

How to Apply:

Interested candidates must apply online, at www.learmington.ca/careers

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761