

## JOB DESCRIPTION

**POSITION TITLE:** Municipal Engineering Technologist - Co-op Student  
**DEPARTMENT:** Public Works Department  
**REPORTS:** Director of Public Works

**Approved:** 18 October 2018

**Date:** 18 October 2018

### SUMMARY

The position reports to the Public Works Director in liaison with the Superintendent of Operations. The purpose of this position is to provide municipal engineering technology, GIS and asset management support to the Public Works department. Field work will consist of project inspections, service locates and preliminary survey and layout of new work or projects. This position will play a key role in collecting, compiling and inputting data in helping to develop the Town's asset management plan. Office work includes the preparation or review of reports, plans, drawings and other documentation and meeting with the Director of Public Works, engineering consultants and public works / water utility staff as required.

### RESPONSIBILITIES

#### Duties include, but are not limited to the following:

- Assist in the preparation and administration of tender and contract documents.
- Helping to collect field information using ArcView Collector and GPS systems.
- Helping to create, develop and maintain the documentation and systems required in the normal course of a municipal engineering operation, research and application of new procedures and technologies and, the development and revision of technical standards and municipal specifications.
- Create and monitor a fixed asset system of controls, procedures, and forms for the recording of fixed assets. Fixed assets include land, buildings, equipment, and street and underground infrastructure.
- Helping to assist with the preparation and communication of various reports detailing the Town's asset management.
- **Perform field inspection of various construction and engineering projects. This involves:**
  - Review of project specifications, contracts and other documentation to determine appropriate inspection procedures in accordance with good engineering practices;

- Helping to conduct field visits as necessary to do physical inspection of projects including water systems, sanitary and storm sewers, curb and gutter installation, street construction, asphalt paving, lane marking etc.;
- **Office work in support of the Public Works Department. This involves:**
  - Helping to prepare contracts and tenders including plans, profile drawings etc.;
  - Helping to prepare grants, RFP's, RFQ's, cost sheets;
  - Grant / Infrastructure Funding – Helping to seek out and procure third party funding sources and collaborators, to assist with the completion of capital projects;
  - Preparing reports on technical issues, cost estimates, cost analyses, life cycle etc.;
  - Helping to prepare and update capital replacement schedules / asset management software;
  - Review of engineering drawings to determine agreement with approved municipal specifications and in accordance with acceptable engineering practices;
  - Solid Waste data call requirements and assisting Solid Waste Coordinator with administrative duties;
  - Clerical duties as necessary to help ensure the Public Works department office is run in an efficient and effective manner.

**Helping provide functions related to mapping, recording and updating Town infrastructure. This involves:**

- Maintain as-built information and update any changes to municipal infrastructure for paper, digital and GIS records.
- Responsible for the compiling and organizing GIS data from maps, databases and other sources;
- Responsible for the collection of data in the field using Global Positioning System (GPS) units;
- Responsible for the collection and conversion of mapping resources and data;
- Responsible for the as required inputting and editing of municipal infrastructure records;
- Prepare miscellaneous drawings by hand or CADD software.
- Maintain and update GIS software, mapping, electronic records and database.
- Provide technical expertise related specifically to asset management;

**Other Duties / Responsibilities**

- Place and update tender notices on the Nova Scotia Procurement site when required.
- Update, change, post and review information on Town website and social media sites related to communications and documents for Public Works and Water Utility.
- Maintaining critical infrastructure inspection records.

- Perform other duties as assigned or required by the Director of Public Works and or Superintendent of Operations.

## **JOB REQUIREMENTS**

### **Preferred Qualifications / Skills & Conditions of Work**

- Successful completion of a technical course in a field related to municipal / civil engineering.
- Ideal candidate will be working towards a diploma in Civil Engineering Technology.
- Knowledge of the tender process
- Must be familiar with the preparation of construction contracts and specification documents, quality control, and shall familiarize themselves with the Town's Standard Municipal Specifications and various by-laws affecting work.
- Excellent written and spoken English communication skills, strong presentation skills and excellent negotiation skills.
- Demonstrated knowledge and experience with GIS, AutoCAD.
- Proficiency in Microsoft Office (Word, Excel & Power Point) and competent in other technical and computer skills.
- Knowledge of materials, tools and equipment used in the construction, operation and maintenance of street systems, storm drainage, traffic control, water and sewer systems and engineering principles related to Public Works activities.
- Must hold a valid Nova Scotia Drivers licence and be prepared to operate a Town owned truck or use a private vehicle under the conditions of the Town of Windsor's vehicle use compensation policy.

### **Effort:**

- Normal work week 35 hours
- Job may require some physical exertion
- Involves mental and visual concentration

### **Working Conditions:**

- Working conditions contain moderate risks which require planned safety precautions for limited periods of time.
- Work environment will include but is not limited to the Public Works office and facilities, and other outdoor municipal sites (exposed to the elements). Incumbent may find the environments to be busy, noisy, and dusty and will need excellent organizational and stress management skills to complete the required tasks. Some travel may be required.
- Must be prepared to use private vehicle with compensation

## **COMPETENCIES**

- Organizational & Project Management Skills
- Interpersonal Skills
- Customer Focused Service delivery

- Organizational Commitment
- Analytical thinking
- Accountability
- Working strategically
- Concern for Order and Quality
- Teamwork and Cooperation

**RELATIONSHIPS/CONTACTS**

**Reports to:** Director of Public Works

***Internal Contacts***

Senior Management Team  
 Clerk  
 All Town of Windsor Staff  
 Suppliers and contractors

***External Contacts***

Agencies, boards and commissions  
 PW Techs and counterparts  
 Industry / trades representatives  
 Residents

**WORKING CONDITIONS**

Conditions of employment are established by the Town of Windsor’s non-union terms of employment and Human Resource policies and procedures. As such, normal work hours are 8:30 - 4:30 pm, Monday to Friday. Incumbent will be required to work non-traditional hours (evenings and weekends and some holidays) as projects and or duties require.

**SALARY**

- Salary Range between \$ 45,000 and \$55,000 commensurate on qualifications and experience.

**Signatures:**

Completed by: Todd Richard, Director of Public Works

Signature: \_\_\_\_\_

Date: \_\_\_\_\_