



# Technologist, Public Works

**Position Code:** 175

**Department:** Infrastructure

**Division:** Public Works

**Reports To:** Manager, Public Works

**Direct Reports:** None

**Pay Band:** 9

**Effective:** June 2023

**Revised:** May 2026

**Status:** Permanent Full-Time Non-Union

**Indirect Reports:** PW operations staff

## Position Summary

Reporting to the Manager, Public Works (PW), the Technologist, PW effectively performs all aspects of work pertaining to the technical coordination and support of the division. The Technologist is responsible to coordinate, administer and oversee construction and maintenance projects for assets under the scope of PW, including sidewalks, guiderails, signs, catch basins, stormwater collection, traffic signals and controllers, streetlights, parking lots, line painting, street sweeping, roadway resurfacing, and transit infrastructure. The position works in close collaboration with the Supervisor, PW providing support and assistance to daily operations including utility locates, survey, and technical support. The Technologist coordinates operational contracts with respect to winter maintenance, and prepares and develop plans, reports, and tenders/RFPs for PW procurement. The position is responsible for review and approval of Road Occupancy permits and Municipal Consent applications. The Technologist assists in ensuring adherence to Provincial Minimum Maintenance Standards (MMS) through detailed inspections and inventory systems of infrastructure such as sidewalks, signage, and luminaries, as well as maintenance techniques. The position is responsible to respond to general enquiries, and aid through drafting/mapping services, surveying, inspections, and reports. The Technologist develops/facilitates custom data collection applications for the division and maintains PW asset inspection datasets, assists with PW mapping, GIS, and municipal asset management inventory systems.

## Duties and Responsibilities

1. **Small Scale Projects – Procurement, Contract Administration, Asset Management (50%):**
  - (a) Develop and coordinate PW-related projects to go out for open bid, non-standard projects and quotes for goods and services. Participate on evaluation teams for PW project proposals.
  - (b) Prepare tenders, administer, and manage maintenance contracts including winter maintenance, asphalt resurfacing, concrete sidewalk and curb replacement, line marking, sweeping, catch basin cleaning and

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repairs, Street Light/Traffic Light operations and other municipal services and materials.

- (c) Perform project management, coordination, administration, and on-site inspection of contracts ensuring contractors are meeting specified and contractual obligations for all work completed under contract.
- (d) Review in depth payment specifications, payment certificates and invoices recommending or authorizing payment within scope of responsibility.
- (e) Prepare reports for procurement-related projects within scope of duties.

### **2. Right-of-Way Permits, Consents and Locates (25%):**

- (a) Receive, review and approve Road Occupancy permits and Municipal Consent applications.
- (b) Provide oversight, guidance, and support for Utility Locates of municipal infrastructure including staff support, and technical advice, and administers reporting software

### **3. Public Works Operations and Maintenance (15%):**

- (a) Assist and facilitate maintenance activities including sidewalk inspections and repairs, sign inspections and repairs, and technical drainage inquiries. and Traffic/Streetlight infrastructure.
- (b) Provide technical and sound engineering support to the service area relating to the surveying, drainage, and design guidelines.
- (c) Assist, review and provide customer service as it relates to service area enquiries.
- (d) Provide GIS support services for division; create and maintain GIS applications data for use in inspections and decision-making throughout division. Provide troubleshooting and training for use of GIS applications to division staff.
- (e) Maintain specific datasets relating to transit, PW asset inspections, roads' needs, utility locates, and asset management.
- (f) Collaborate and assist in development and maintenance of capital asset inventories, conditions, and asset management planning.

### **4. Compliance and Policy (10%):**

- (a) Prepare reports for Council/Committees of Council.
- (b) Create policies, by-laws, and standards for municipal maintenance activities. Create, maintain, and update other specific Town policies within scope of duties, ensuring proper adherence.

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- (c) Prepare and submit year end and compliance reports including Municipal Performance reports, Salt Management plan and municipal ECA.
- (d) Work with and support PW Supervisor and staff to ensure adherence to specific guidelines and standards, including MMS, Collingwood Engineering Standards, and other municipal best practices.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g., safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

### Knowledge, Skills and Experience

1. Diploma in civil or environmental technology or technician or related discipline.
2. Designation as a CET or C.Tech.
3. Three (3) years' experience in civil technology, transportation, PW, or roads maintenance. Experience in municipal engineering, familiarity with public procurement processes, experience in PW or municipal transit operations is an asset.
4. Strong background in project management. Knowledge of municipal infrastructure design and drafting, plan review, subdivision development, storm water management, lot grading, design, and contract administration of municipal infrastructure projects.
5. Excellent administrative, communication, interpersonal, organizational, time management, analytical, research, problem-solving and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members. Ability to deal independently and professionally in any situation.
6. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and personal integrity.
7. Thorough knowledge of Windows and Microsoft Office applications, AutoCAD, ESRI Desktop 10.2, Geotab, database management, and office equipment. Knowledge of WorkTech asset management software is an asset.

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8. Valid Class "G" driver's license and current Driver's Abstract with results satisfactory to the Employer. Ability and willingness to travel within the community as required.
9. Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification (or willing to obtain).

### Physical Demands and Working Conditions

**Physical Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require no undue fatigue regarding sitting, standing, walking, climbing at facilities or construction site inspections. Occasional lifting/carrying of materials up to 13.75 kg (30 lbs) may be required. Daily tasks may include operating a computer, visiting sites, meetings, training, concentrated attention to detail during report review, analysis of various information and computer work. Individual must operate office equipment such as computers, copiers, and scanners.

Normal hours of work are forty (40) hours per week, usually Monday through Friday. Normal shifts are eight (8) hours plus a thirty (30) minute unpaid meal break. Flexibility in scheduling is necessary as there may be the occasional requirement to attend to functions outside of normal work hours, respond to urgent matters, change shifts to work evenings or weekends to accommodate high volume periods or for after-hours customer service initiatives, or to work overtime as needed.

**Physical Environment:** Working conditions vary from a normal office environment (70%) to exposure to inclement weather conditions, dust, facility mechanical and electrical equipment, construction site conditions, and exposure to public criticism. (30%)

**Sensory Attention:** Visual concentration and repetitive keyboarding tasks. Requires the ability to use mathematical formulas and coordinate hands and eyes rapidly and accurately when using equipment. Periods of continual visual concentration and must be able to distinguish numbers and characters on an electronic screen. Vision abilities required include close vision, colour vision and ability to adjust focus. Clear and concise mental attention required to complete inspections, ability to prepare and read letters/correspondence, etc. Low intensity, usually using one sense at a time under normal use. The ability to communicate effectively including explaining processes instructions and speaking before groups of people. (100%)

**Stress:** Some mental stress, in normal situations as a subject matter expert with limited pressure where the seriousness of the outcome is limited. (75%) Occasional exposure to public criticism, safety regulations, and public scrutiny. (15%) Requires the ability to

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deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress (10%)

### Contacts and Dimensions

Direct Reports:	0
Indirect Reports:	20
Total Employees Serviced:	20
Other Working Relationships:	Position communicates regularly with all levels of staff, contractors, trades and suppliers, various government agencies, utility companies, consultants, equipment providers, and the public.
Budget:	\$
Salary Budget:	n/a

### Review and Signatures

Employee Name: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_