

TOWNSHIP OF WEST LINCOLN
SENIOR CIVIL ENGINEERING TECHNOLOGIST
CONTRACT POSITION

West Lincoln Township is located at the westerly end of the Niagara Peninsula in the Regional Municipality of Niagara. The largest urban area, being the Town of Smithville, which is nestled halfway between the City of Hamilton and the City of St. Catharines, just south of the Queen Elizabeth Way (QEW). With a population of approximately 15,000, West Lincoln is a mix of a rural and an urban setting in a unique local economy that blends residential, industrial, commercial and agricultural properties.

The Township of West Lincoln is seeking a qualified and competent person for a contract position as Senior Civil Engineering Technologist. Under the guidance of the Director of Public Works & Engineering, the Senior Civil Engineering Technologist is responsible for providing support for projects and services related to: operational and capital works, development services, and other engineering services provided through the Public Works Department. Reporting to the Director of Public Works & Engineering, the position is responsible for:

- Project Management of municipal infrastructure projects including construction or reconstruction of roads, bridges, water, and wastewater systems; preparation of tender documents and requests for proposals, attend and record tender openings, analysis and recommendation of tenders and proposals, issuance of acceptance and rejection letters, draft and process agreements, chairing project meetings including drafting agendas and minutes, responding to stakeholder inquiries and concerns, reports to Council and other committees, develop project status reports, manage and ensure project deliverables (including minutes, reports, budget tracking, schedules, closeout, etc.), project record keeping including tracking of budgets, KPI's, drafting payment certificates, investigation and resolution of unanticipated conflicts and concerns
- Contract Administration and Inspection services of the above mentioned municipal infrastructure projects including but not limited to; field inspection services, monitoring and evaluating the project and the contractor performance, monitor, draft, review and approval of payment certificates and holdbacks, change orders, invoices, receiving, reviewing, and providing satisfactory resolution to concerns and escalations from all stakeholders and the public
- Arrange and conduct engineering investigations for municipal infrastructure projects, including collection of all documents and information, analysis of project design, construction, and concerns arising from and in accordance with engineering practices and municipal and provincial engineering standards, or regulations
- Arrange utility, government, and other agency project coordination. Develop good working relationships with outside agencies, including Niagara Region, Niagara Peninsula Conservation Authority, Ministry of Environment and Climate Change, Ministry of Transportation, Ministry of Natural Resources, Department of Fisheries and Oceans, and Transport Canada, etc.
- Provide and update data for asset management and global information systems (GIS)

JOB REQUIRMENTS:

- A diploma or degree in civil engineering from a recognized college or technical institute
- Certified member of OACETT or PEO as a C. Tech., CET, or P. Eng.
- Minimum of 7 years experience is required in Civil Engineering, with a minimum of 5 years experience as a project manager, and 3 to 4 years of municipal experience is preferable
- Management of consultants and contractors for municipal infrastructure projects and contract administration and inspection
- Additional education or training with computer applications relevant to the position, i.e. Microsoft Office, GIS/CAD
- Knowledge of roads, bridges, storm water, water and wastewater design and management practices
- Experience with project management and inspection of roads, bridges, storm water, water and wastewater systems
- Working knowledge and ability to interpret and apply policies of provincial and municipal design standards, and provincial and federal regulations
- Record keeping, budgeting and report writing is essential
- Surveying skills are an asset.
- Requires excellent communication skills.
- A valid and restriction free Ministry of Transportation Class "G" Drivers Licence.

This is a contract full-time non-union position expected to last approximately 18 months with an annual salary range of \$80,000.00 to \$99,900.00.

Interested applicants are invited to submit a letter of application outlining their qualifications and experience, as well as a detailed resume by **no later than Thursday, October 26th, 2017 at 4:30 p.m.** to the attention of:

Joanne Scime, Deputy Clerk
The Corporation of the Township of West Lincoln
318 Canborough Street, P.O. Box 400, Smithville, Ontario L0R 2A0
Fax (905) 957-3219 Email jscime@westlincoln.ca
(subject line: Senior Civil Engineering Technologist)

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.