



EMPLOYMENT OPPORTUNITY

The Town of Pelham, Public Works department is now accepting applications for the following position:

Junior Engineering Technologist

Position: Vacant

Number of Positions: 1

Affiliation: CUPE 1287

Work Location: Town Hall, 20 Pelham Town Square

Reporting to the Manager of Engineering Services, the Junior Engineering Technologist is responsible for performing a wide range of tasks in support of the Town's capital works and operational projects as well as land development applications. This includes completing engineering reviews, administering contracts, and providing customer service to both internal and external contacts.

What You Will Do:

- Assist with administering contracts and agreements including field inspection of infrastructure construction and/or operational projects.
- Issue payment certificates and assist with subdivision agreements.
- Assist with review and provide comments on drawings, plans, specifications etc. prior to construction contract award to ensure compliance with applicable standards, procedures, guidelines and best practices.
- Provide initial and preliminary engineering reviews on all planning matters in support of the Planning Department, including but not limited to subdivisions, site plans, severances, minor variances, etc.
- Prepare maps, drawings and graphs utilizing CAD software.
- Investigate complaints related to subdivision development and Town capital works projects and take appropriate follow up action in partnership with the Senior Engineering Technologist and/or the Manager.
- Provide technical support to the Public Works Department and other departments as needed, including map creation and drawings.
- Respond to inquiries and requests for servicing information.
- Assist with preparing routine reports and correspondence related to the above.
- Other duties as assigned.

What We're Looking For:

- Civil Engineering Diploma
- 1 year experience in a similar role, preferably in a municipal setting
- Eligible for registration with OACETT and working towards the C. Tech or C.E.T designation
- Valid Class "G" driver's license
- Technical knowledge related to surveying equipment/applications, GPS equipment/applications, AutoCAD, ArcMap GIS, Microsoft Office applications, online databases, and computer application conversion programs
- Excellent interpersonal skills (dealing with the public, contractors and colleagues).

What's In It For You:

- A competitive salary ranging between **\$67,213 to \$73,091** with a 35-hour work week (8:30am to 4:30pm Monday to Friday). Work outside of normally scheduled hours may be required.
- Fully paid, comprehensive group benefits including an annual \$500 Healthcare Spending Account and participation in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Resumes must be submitted directly to Brianna Langohr, Manager of People Services at hr@pelham.ca by 4:30 pm on **Monday, December 9, 2024.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

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 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.