



Township of Uxbridge

Operations and Capital Project Technologist

The Township of Uxbridge located in the Region of Durham is seeking an Operations and Capital Project Technologist to assist the Director of Public Works and Operations and provide technical engineering and project management support.

The Operations and Capital Project Technologist will assist in the preparation of Request for Tender, Request for Proposal and Request for Quotation documentation, coordinate and review the work of external contractors and consulting services, perform and coordinate engineering inspection services on construction projects, verify payment certificates and other invoices from consultants and contractors, arrange compaction tests and tests of material such as asphalt and soil, maintain documentation and forms and complete inspection reports, maintain and update inventory of municipal infrastructure for asset management plan, respond to requests from Ontario One call for utility locates, liaise with Council, Township Departments, property owners, residents, businesses, utilities, external agencies, etc., and perform other related duties as assigned.

Education, Qualifications and Experience

A college diploma in Engineering Technology with a C.E.T. designation, be a certified member of OACETT and have a minimum of 5 years related experience in project management, contract administration, engineering design and inspection of municipal infrastructure, stormwater management and customer service. Must be proficient in MS Office and GIS. Have knowledge of Occupational Health and Safety Act, Ontario Provincial Standard Specifications and Drawings, Ontario Traffic Manual and Ontario Highway Traffic Act. Have the ability to communicate effectively both written and verbal, be able to work independently, be flexible in a team environment and have organizational, analytical and problem solving skills. Possession of a valid Ontario driver's license. Please supply driver's abstract not more than 3 months old.

Salary range is \$67,500 to \$78,800.

Interested applicants are invited to apply by submitting a cover letter as well as a detailed resume in confidence to:

Ben Kester, C.E.T., CRS-S
Director of Public Works & Operations
Township of Uxbridge
51 Toronto St. S.
PO Box 190
Uxbridge, ON L9P 1T1
Email: bkester@town.uxbridge.on.ca

Resumes must be received by 4:30 p.m., Friday, March 16, 2018