

| <b>EMPLOYMENT OVERVIEW</b> |                          |                        |              |
|----------------------------|--------------------------|------------------------|--------------|
| <b>JOB TITLE</b>           | Engineering Technologist | <b>EMPLOYMENT TYPE</b> | Union        |
| <b>POSITION TYPE</b>       | Full time                | <b>CLASSIFICATION</b>  | Technologist |
| <b>DEPARTMENT</b>          | Public Works             | <b>LOCATION</b>        | Baddeck      |
| <b>HOURS</b>               | 35 hours per week        | <b>TRAVEL REQUIRED</b> | Yes          |

| <b>PURPOSE AND OBJECTIVES</b>  |
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| Responsible for providing engineering and technical support related to the design, construction, operation and maintenance of assigned public works operations and capital construction projects. Responsible for preparing tender plans, specifications and related documents, assisting with project management and contract administration, inspecting projects to ensure work is being done to specifications and budgetary guidelines and other general office and field assignments. |

| <b>KEY RESPONSIBILITIES</b>  |
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| <ul style="list-style-type: none"> <li>• Assist with the public works department's work plan by acting as a project manager/coordinator on capital infrastructure and operating projects and preparing plans, designs, specifications and estimates.</li> <li>• Prepare and monitor projects and conduct field and site inspections in relation to both operations and capital projects, ensuring work is performed in a safe, timely and professional manner</li> <li>• Review construction progress for general compliance with approved drawings and specifications for various project types</li> <li>• Assist in developing and managing infrastructure operating projects and conduct engineering and design of new infrastructure in accordance with established guidelines, acts and regulations.</li> <li>• Project professional advice, guidance and support for Accessibility related projects and coordinate with other staff, as necessary.</li> <li>• Assist with the operation and maintenance of various infrastructure components by completing routine maintenance and testing as required.</li> <li>• Assist with the development and maintenance of a municipal-wide asset management project.</li> <li>• Assist with a building maintenance program and coordinate, facilitate and manage the maintenance of all municipal buildings and assets.</li> <li>• Plan, organize, supervise and evaluate public works activities to ensure operations and maintenance are carried out safely and effectively.</li> <li>• Act as a resource for all staff on any engineering related matters and encourage the use of best practices.</li> </ul> |

| <b>REPORTING RELATIONSHIPS</b> |                         |
|--------------------------------|-------------------------|
| <b>REPORTS TO</b>              | Manager of Public Works |
| <b>DIRECT REPORTS</b>          | None                    |

| <b>ABILITIES</b>  |
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| <ul style="list-style-type: none"> <li>• Thorough level of engineering principles related to the design, construction, operation and maintenance of public works infrastructure.</li> <li>• Thorough level of knowledge in preparing tender plans, specifications, cost estimates and related documentation.</li> </ul> |

- High level of knowledge of conducting field inspections to ensure work meets specifications, safety standards and budgetary guidelines.
- High level of knowledge of applicable regulations, guidelines and best practices for municipal infrastructure and asset management.
- High level of knowledge and proficiency in use of MS Office Suite and engineering/technical related software.
- Good working knowledge of information technology systems and technologies in general.
- High level of professional language capabilities, including written and verbal, with the ability to translate technical and complex information into plain speak for diverse audiences.
- Able to provide technical guidance and support for engineering related matters, including accessibility and maintenance projects.
- Able to manage and coordinate projects including contract administration and compliance monitoring.
- Able to problem solve and analyze project challenges and develop effective solutions.
- Able to organize and manage time to handle multiple projects, priorities and deadlines.
- Able to communicate clearly and effectively and establish and maintain cooperative working relationships with staff, outside agencies, community organizations, vendors, and the general public.
- Able to apply sound decision making, a high degree of good judgment, diligence and duty of care.
- Able and willing to partake in and retain relevant, site-specific training such as (but not limited to) WHMIS and First Aid, and all relevant safety courses.

### QUALIFICATIONS

- Post-secondary diploma in Civil Engineering Technology or other related post-secondary education.
- Certification as an Engineering Technician (CTech) or Technologist (CET) is a strong asset.
- Three (3) to five (5) years of related experience. Experience in government is considered an asset.
- Equivalent combination of education and experience may be considered.
- Training in accessibility standards and practices, such as Rick Hansen, or ability to obtain certification within a reasonable time.
- Water/wastewater Operator-in-Training (OIT) certification, or ability to obtain certification within a reasonable time.
- Valid Nova Scotia Class 5 Driver's License.

### WORKING CONDITIONS

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|------------------------------|--|
| <b>ENVIRONMENT DEMANDS</b>   | Indoor office environment and outdoors construction/industrial environment. exposure to noise, varying weather conditions, dusts, fumes and mechanical/electrical hazards, traffic hazards, and waste products.  |
| <b>PHYSICAL DEMANDS</b>      | Work is performed mainly in a standard office environment. Extended periods of sitting; subject to standing, walking, bending, reaching, and lifting of objects up to 20kg. Occasionally in an outdoor environment traversing various types of terrain for short period of time. |
| <b>PSYCHOLOGICAL DEMANDS</b> | Extended periods of time spent focused on computer; focus and concentration is also required when interpreting and documenting data; Work within a very busy office environment where there may be many distractions and disruptions;  |

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|  | assigned tasks are to be completed in a timely manner; occasionally subject to a high volume of work with the need to meet tight and conflicting deadlines; possibility of difficult encounters with the general public. |
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| SIGNATURES        |  |             |  |
|-------------------|--|-------------|--|
| <b>EMPLOYEE</b>   |  | <b>DATE</b> |  |
| <b>SUPERVISOR</b> |  | <b>DATE</b> |  |
| <b>CAO</b>        |  | <b>DATE</b> |  |