

# **CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET**

## **JOB DESCRIPTION**

**TITLE:** Civil Engineering Technician

**SERVICE:** Public Works Department

**SUPERVISOR:** Director of Infrastructure

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### **SUMMARY OF FUNCTIONS**

Under the supervision of the Director of Infrastructure or his deputy, the Civil Engineering Technician contributes to the design, construction planning and maintenance of the Township's road system, assists in the management, coordination, supervision and execution of work and operations relating to the landfill site, ensures the updating of the asset management plan, prepares calls for tenders for the various municipal projects and collaborates with other municipal departments (Construction, Zoning and Planning, Parks and Recreation, Finance, etc.) in the review of construction projects on the territory of the municipality. The incumbent also performs various administrative tasks and ensures the smooth running of the department's operations.

### **DUTIES AND RESPONSIBILITIES**

#### **1. PROGRAM/SERVICE**

- Contributing to the design, planning of construction, maintenance and rehabilitation of the municipal road system,
- Assisting in the management of landfill site operations,
- Compiling information and writing annual control reports on the tonnage of waste, recyclable materials and hazardous materials,
- Liaising with engineering firms, with partners and companies responsible for the collection of household waste, recyclable materials and hazardous materials,
- Ensuring the updating of the asset management plan,
- Preparing and assisting in the preparation of calls for tenders for various municipal projects,
- Collaborating with other municipal departments in the review of proposed construction projects on the territory of the municipality,

- Assisting in the preparation of periodic reports on the operations of the Service submitted to the Director-General, Clerk, Committees and Council,
- Participating in the implementation of emergency measures, as required,
- Performing any other related duties as assigned by the Director of Infrastructure.

## **2. HUMAN RESOURCES**

None.

## **3. FINANCIAL RESOURCES**

None.

## **4. MATERIAL RESOURCES**

- The material resources are: a computer, a telephone, a printer and a cell phone,
- The employee is responsible for the materials and equipment assigned to him by his or her director and is responsible for the safe operation and maintenance of such equipment,
- The incumbent shall maintain the confidentiality of all documents transmitted to him or her in accordance with applicable laws, regulations and policies.

## **SKILLS AND EFFORT**

### **5. KNOWLEDGE/EXPERIENCE**

- Hold a 3-year college diploma as a civil engineering technician,
- Possess one (1) to five (5) years of experience in a similar position,
- Knowledge and use of Microsoft suite applications,
- Knowledge and training in occupational health and safety and first aid,
- Good ability to communicate in French and English (oral and written),
- Knowledge of the Workplace Hazardous Materials Identification System (WHMIS),
- Possess a valid Class G driver's license,
- Demonstrate the ability to work under little supervision.

### **6. PHYSICAL AND MENTAL EFFORT**

This position requires occasional physical effort of up to twenty (20) pounds and a degree of concentration on a regular basis.

## **JUDGMENT**

The work is achieved in accordance with established directives, procedures, and policies. Submitting suggestions for policy changes when necessary for approval to the Director of Infrastructure.

The holder shall exercise his or her judgment:

- Ensuring that work is completed in accordance with directives, priorities, standards, and policies,
- Ensuring that the work is executed in a safe manner for him, his colleagues, and the public.

## **7. INTERPERSONAL SKILLS**

The incumbent will be required to demonstrate excellent interpersonal skills in interacting with supervisors, co-workers, administration, and the public.

Contact:

### **INTERNAL:**

- Regular contact with people across the organization at the management and senior executive levels.

### **EXTERNAL:**

- Regular contact with outside people, usually in person or by phone, representatives, the clientele served and the public.

## **WORKING CONDITIONS:**

## **9. ENVIRONMENT**

The work is performed in an office and outdoors and the incumbent is exposed to atmospheric conditions (heat, cold, humidity, weather, snow, ice - 60% indoors and 40% outdoors).

## **10. CONTROL OF THE WORKING SCHEDULE**

The incumbent may be required to work overtime to meet work schedules, emergencies, and weather conditions.

Note: This document was written using the masculine gender only for the purpose of lightening the text. It is agreed that all genders are an integral part of this document.