

## **R.M. of East St. Paul – Municipal Technologist 1**

**Job Type:** Full-time Permanent

**Hours of Work** - 8:00 am – 4:30 pm

**Work Location** – Infrastructure Services, 2801 Gateway Road

**Opening Date:** April 26, 2021

**Closing Date:** Position will remain open until filled. However, screening may begin as early as **May 10, 2021**.

**Compensation:** \$22.40 - \$28.59 per hour, plus benefits (after 6 months full-time employment)

Job Summary:

Under the supervision of the Director of Infrastructure Services, the Municipal Technologist I is responsible for; performing field surveys, working in conjunction with the Director of Infrastructure Services and/or the Municipal Technologist II on specific projects, performing municipal infrastructure inspections, preparing construction reports, and providing support for Public Works, Public Services & Facilities and the Utilities divisions.

Duties and Responsibilities:

- Perform field surveys by;
  - Completing preliminary surveys for construction of ditches, drains, and roads; making and/or checking routine quantity calculations; organizing and maintaining construction-related drawings and documentation files,
  - Conducting surveys for lots with drainage issues,
  - Ensuring the accuracy of temporary benchmarks established,
  - Ensuring survey data is downloaded to appropriate network drive and is properly processed,
  - Maintaining survey equipment and survey vehicle in good working condition,
  - Maintaining accurate records of completed surveys.
- Work in conjunction with the Director of Infrastructure Services and/or the Municipal Technologist II on specific projects by;
  - Setting and inspecting lot grades, house grades and swales,
  - Drawing, plotting and designing ditches and drains,
  - Surveying and designing parking lots, ditches; ensuring adequate drainage,
  - Ensuring quality assurance and control methods are implemented and followed.

- Perform municipal infrastructure inspections by;
  - Performing necessary inspections for all sewer, water, lot grade and approach permits and address deficiencies,
  - Conducting calculations for installation of sewer, water and road infrastructure projects,
  - Completing inspections of all sewer, water, road and other municipal infrastructure projects,
  - Maintaining accurate records of work performed, deficiencies, non-conformance items, tests and other associated information.
- Prepare construction reports for all municipal projects by;
  - Writing routine construction-related reports and correspondence,
  - Preparing letters, memoranda, and reports as required to respond to referrals, inquiries and issues,
  - Drawing and maintaining AutoCad drawings related to multiple municipal projects,
  - Coordinating with the Planning Department to ensure all maps, drawings and specifications are updated.
  - Participating in plan reviews, contract administration and Geographic Information Systems updating,
  - Participating in design projects using accepted engineering methods and practices for a variety of construction projects related to municipal infrastructure and new development.
- Provide engineering support for Public Works, Public Services & Facilities and the Utilities divisions by;
  - Providing inspections, surveys and or reporting as required.

Knowledge, Skills, and Abilities:

- Knowledge in the safe use and operation of various equipment to which assigned.
- Advanced knowledge in AutoCad Civil 3D and ArcGIS.
- Advanced knowledge in Microsoft office software (Excel, Word, PowerPoint, Project, and Visio).
- Strong communication skills both verbally and in writing.
- Advanced analytical and problem solving skills.
- Ability to deal with the public in a respectful manner.
- Ability to prepare clear, concise and complete technical reports, and to keep detailed and accurate records.
- Ability to read and interpret engineering drawings.
- Ability to establish and maintain working relationship with associates.

- Ability to provide support and information to other staff.
- Ability to apply engineering principles and practices in the municipal field.

#### Credentials and Experience:

- Diploma in Civil Engineering or Construction Technology from an institute of recognized standing plus a minimum of two years related experience. Experience directly related to civil engineering and/or municipal infrastructure construction works considered an asset.
- Municipal Engineering or Construction Management Technology considered an asset.
- Certified Engineering Technologist (CET) certification, and eligibility for membership in Certified Technicians & Technologists Association of Manitoba (CTTAM).
- Eligible for membership in Engineers and Geoscientists Manitoba (EGM) in the Specified Scope of Practice Licensee (SSPL) program.
- Valid Province of Manitoba driver's class five (5) license.
- Satisfactory Criminal Record Check.

#### Working Conditions and Physical Demands:

- Work requiring the exertion of up to 50 pounds of force,
- Work requires climbing, kneeling, crouching, reaching, standing, walking, pulling, lifting, and grasping,
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word,
- Hearing is required for operation of machines, and operation of motor vehicles or equipment,
- Subject to inside and outside environmental conditions, pollen, dust, extreme cold, extreme heat, and noise.

Application deadline: 2021-05-10

Job Types: Full-time, Permanent

Salary: \$22.40-\$28.59 per hour

#### Benefits:

- Company pension
- Dental care
- Disability insurance
- Extended health care
- Life insurance
- On-site parking
- Vision care

#### Schedule:

- 8 hour shift

- Monday to Friday

COVID-19 considerations:

The RM of East St. Paul is adhering to all Provincial guidelines regarding workplace protocols as they relate to COVID-19

Application question(s):

- Are you a member, or eligible for membership in the Engineers & Geoscientists Manitoba in the Specified Scope of Practice Licensee (SSPL) Program
- Are you a member, or eligible for membership in the Certified Technicians & Technologist Association of Manitoba (CTTAM)

Experience:

- civil engineering or related: 2 years (preferred)

Licence/Certification:

- Diploma in Civil Engineering or Construction Technology (preferred)
- Certified Engineering Technologist certification (CET) (preferred)
- Class 5 Drivers License (preferred)

Work remotely:

- No

Click [here](#) to apply.