



POSITION TITLE:	Civil Engineering Technician
REVISION DATE:	May 12, 2022
REPORTS TO:	Manager of Roads & Engineering
SUBORDINATE POSTIONS:	N/A (Supervises Contractors)
POSITION SUMMARY:	This position is responsible for maintaining contracts relating to streetlights, sidewalks, municipal roads, storm drainage and road signage as well as assisting with scoping projects in field repairs and ongoing improvements. This position inspects and witnesses the installation of sidewalks, roads, road access and new subdivisions to ensure work is being done to specifications and budgetary guidelines. This position also coordinates street light installation & repair requests.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Inspections and Recommendations (40%)

- 1.1. **On-site Inspections** - Perform on-site inspections of sidewalks, paved roads, gravel roads, ditches and signage for Municipally-owned infrastructures. Inspections include, but are not limited to, vacuum testing man holes and pressure testing sewage drain systems.
- 1.2. **Creates Solutions** - Seek out solutions for infrastructure repairs or development in consultation with key players such as Public Works, NS Highway, NS Power, Bell Alliant, Traffic Authority and Nova Scotia Transportation Infrastructure Renewal. This position also creates designs for infrastructure solutions. This includes, but is not limited to, making contract arrangements for the ordering of signage, grading/dusting/plowing of roads, cleaning and mowing of ditches or boulevards and reconstruction of gravel roads.
- 1.3. **Make Recommendations** - Provide recommendations to the Manager of Roads & Engineering pertaining to the on-site inspections.

2. Coordinate Procurement Documents (20%)

- 2.1. **Preparation of Procurement Documents** - Prepare procurement documents relating to Requests for Proposals, tenders and standing offers in accordance to the Municipality's procurement guidelines.
- 2.2. **Issues Contracts** - Participate in the tendering/procurement process to review bids and issues contracts to successful bidders

- 2.3. **Supervises Contractors** - Supervise and monitor all work performed by contractors to ensure services are rendered according to contract and OH&S compliance is met. (i.e. Winter Snow Clearing Contracts, vegetation control within the ROW, Gravel Road Grading & Dust Control, contractor maintenance and repair activities.)
- 2.4. **Processes Payments** - Process payments after services and products are rendered according to contracts (as per Procurement Authority Policy).

3. Customer Service (20%)

- 3.1. **Coordinating Public Service Outage reporting** - Will review, prioritize and action plan service outages reported by the public as it relates to Roads, Sidewalks, and Streetlights.
- 3.2. **Respond to Customer Calls** - Respond to incoming calls from the public regarding concerns or complaints with respect to Roads, Sidewalks, and Streetlights.

4. Traffic Calming Programming (15%)

- 4.1. **Digital Speed Display Signs** - will support the setup, monitoring, and take down of portable digital speed display signs. This will at times involve liaison with both the Manager of Roads & Engineering as well as the Director of Infrastructure & Operations as those rolls will bring information from RCMP and Council with respect to location priorities that will be considered when planning for the departmental location priority list.
- 4.2. **Road Signage & Speed Bumps** - coordinate the installation of temporary road signage or speed humps based on either areas under trial conditions or part of an event response.
- 4.3. **Traffic Calming** - participate in the identification, implementation, and coordinate ongoing maintenance of permanent traffic calming assets. (i.e., DSOS, RRFB's, Speed Humps, Curb Bump Outs, etc.)

5. Budget Support (5%)

- 5.1. **Budget Estimates** - Create annual budget estimates for annual work such as maintenance for; roads, signage, catch basins, ditches, sidewalks, and stormwater ponds. As well as research on costing throughout the year for specific individual projects.
- 5.2. **Expenditure Monitoring** - Review and codes expenditures for work under the supervision of this role. Providing monthly summaries of operating expenditures and supporting the Manager of Roads & Engineering with budget projections throughout the year.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- A two (2) year certificate or diploma from a recognized Community College in Civil Engineering or equivalent
- At least five (5) years experience in a related field with an engineering or surveying background and preferably in a municipal environment

Knowledge, Skills, Abilities

- Must be a skilled communicator possessing keen interpersonal skills
- Budgeting and contract administration

- Computer proficiency in MS Office Suite including Word, Excel, Outlook
- SAP and Autocad are an asset
- Comfortable using computer databases or drawing package
- Considerable knowledge of municipal engineering principles, practices and methods
- Must have strong project support skills in order to coordinate projects
- Self-starter with motivational management expertise

Working Environment

- This position qualifies for overtime pay; some overtime may be required in order to deal with deadlines and emergency situations
- The incumbent must have a valid class V driver's license

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>