



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Roads Technologist

(Job ID# 2020.35)

This is a C.U.P.E. Local 905.03 position

Department: Operations and Infrastructure

Division: Asset Management and Technical Services

Location: Civic Centre

Status: Permanent, Full-time, 35hrs/week

Number of Positions: 1

Salary/Wage Range: \$31.75 - \$35.28/hour

Date Posted: March 9, 2020

Date Closing: March 23, 2020

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Responsible for performing a variety of duties related to Road and Right-of-Way (ROW) asset management and operations including; ROW Asset condition assessment and administration of a maintenance strategy for ROW assets; traffic control and traffic operations analysis; administration of minor capital projects; administration of operational contracts related to road and ROW operations; and technical review of Road Occupancy Permits, Entrance Permits and other Departmental Approvals. This position will be responsible for supporting compliance with Regulation 239/02 *Minimum Maintenance Standards*, the **Highway Traffic Act**, the application of the Ontario Traffic Manual; and other Town policies, standards and procedures as applicable. **For full details, please see attached job description.**

Minimum Qualifications:

Three (3) year Civil Engineering Technician diploma from an accredited college; Certified Engineering Technologist C.E.T. designation is preferred; two (2) year previous related experience in Road Operations; knowledge and experience in Traffic Operations, Traffic Control, Municipal Parking Control, By-laws, linear infrastructure construction and contract administration; experience with GIS and asset management tools and software; ability to use engineering surveying equipment, computer proficiency; valid Class 'G' Driver's license; reliable vehicle to use on corporate business; Driver's Abstract in good standing to operate Town vehicles.

How to apply:

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2020.35** in the subject line. Please apply in confidence by **March 23, 2020 at 11:59pm** to careers@georgina.ca.

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated. **We thank all candidates for their interest, however only those being considered will be contacted.**



JOB DESCRIPTION

Job Title: Roads Technologist

Department: Operations & Infrastructure

Division: Asset Management and Technical Services

PRIMARY FUNCTION:

Responsible for performing a variety of duties related to Road and Right-of-Way (ROW) asset management and operations including; ROW Asset condition assessment and administration of a maintenance strategy for ROW assets; traffic control and traffic operations analysis; administration of minor capital projects; administration of operational contracts related to road and ROW operations; and technical review of Road Occupancy Permits, Entrance Permits and other Departmental Approvals This position will be responsible for supporting compliance with Regulation 239/02 *Minimum Maintenance Standards*, the **Highway Traffic Act**, the application of the Ontario Traffic Manual; and other Town policies, standards and procedures as applicable.

SUPERVISION RECEIVED:

Manager of Asset Management and Technical Services or designate.

DIRECTION EXERCISED:

Co-Operative Education Students and Seasonal staff

WORKING PROCEDURES:

Road and Traffic Operations

Provides technical review and comments on land development applications with respect to Road Operations and other Departmental interests.

Reviews, approves and administers Permits for Road Occupancy, Road Closures, Special Events Entrance Applications, and other related Town approvals administered by the Department.

Undertakes data collection and analysis for Roads maintenance activities and prepares recommendations for senior staff on operational practices.

Undertakes traffic control and parking studies and prepares recommendations and Reports for Town Council.

Inspects ROW assets and compiles defect lists for maintenance programs (e.g. sidewalk grinding, ditching, culverts, streetlights and traffic control signage). Utilizes a reflectometer to record sign reflectivity for Town-owned signs.

Undertakes Topographical Survey of Town lands using Total Station and GPS survey equipment.

Assists in the annual budgeting process including monitoring and managing operational and capital budgets for contracted

services for the Division.

Develops Requests for Proposal, Tenders and technical specifications for contracted and consulting services; and administers contracts including ensuring work is carried out as per the provisions of the contract.

Provides staff resources and technical support to various Advisory Committees of Council.

Participates in Technical Committees formed by the Regional Municipality of York, local municipalities and other external agencies.

Provides customer service and response to technical inquiries from the public and external stakeholders and agencies related to Road Operations and Town ROW assets.

Prepares presentation materials for, and attends meetings with the public as a representative of the Town presenting information on Departmental functions and capital projects.

Prepares written communication, newsletters, information articles and website content, in draft format, for use by Corporate Communications and senior management with respect to Departmental Business Plans and Operations.

Road Asset Inventory and Maintenance:

Develops and maintains inventory of road and ROW assets, using GIS databases, corporate Asset Management software and Work Management/Maintenance Management systems.

Completes research on asset ownership, including ownership of municipal lands from available data sources.

Analyzes data pertaining to assets (condition, criticality, age) to plan for future operations, growth, renewal and replacement. Researches, identifies and implements industry best practices, relevant technologies, trends and developments with a focus on making recommendations to improve asset management processes/practices.

Develops asset management policies and procedures, business plans and strategic objectives and ensures asset management activities are aligned with the Town's Asset Management Plan.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

EDUCATION AND QUALIFICATIONS

Three (3) year Civil Engineering Technician diploma from an accredited college.

Certified Engineering Technologist C.E.T. designation is preferred.

SKILL/KNOWLEDGE REQUIREMENTS

Two (2) year previous related experience in Road Operations.

Knowledge and experience in Traffic Operations, Traffic Control, and Municipal Parking Control and By-laws

Knowledge and experience with linear infrastructure construction and Contract Administration.

Previous experience with GIS and asset management tools and software.

Previous municipal experience is considered an asset.

Strong verbal and written communication skills.

Ability to use engineering surveying equipment.

Computer proficiency. Proficiency with AutoCAD is considered an asset

Excellent customer service skills.

Job Requirements

Valid Class 'G' Driver's license and reliable vehicle to use on corporate business.

Driver's Abstract in good standing to operate Town vehicles.

Ability to work in all weather conditions in and outside of normal business hours.

Ability to carry and operate equipment such as traffic counters, survey equipment and tools, as required by the task.