

**The Town of Smiths Falls
Requires One (1) Full-Time
Engineering Technologist
(37.5 hours/week)**

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US border.

The Town provides a high quality and affordable life for its residents, with beautiful heritage buildings, two theatres, a charming downtown, and world-class museums and recreational facilities. Enjoy our thriving cultural scene with live music, foodie finds, a local brewery, and dozens of community events – all at the heart of the Rideau Canal, Ontario's only UNESCO World Heritage site and a gateway to the region's abundant lakes and waterways.

Position Summary

Under the Director of Public Works & Utilities, you will form part of the Team in the Public Works and Utilities Department. With a strong ability to work well with others (including residents, government stakeholders, contractors, operations staff and municipal departments), the Engineering Technologist will play an integral role in replacing or rehabilitating core municipal assets and assisting with Contract Administration, and site inspection for large capital reconstruction projects.

Duties of the Engineering Technologies include but are not limited to:

- Responsible for project management duties for capital works projects throughout the municipality including work on bridges, roads, water, sewer and drainage infrastructure;
- Performs technical reviews on development applications relating to building permits, site plan control applications, plans of subdivision, zoning amendments and severance applications;
- Complete pre-engineering investigative work to inform design;
- Liase with stakeholders to secure approvals to enable projects to proceed;
- Complete topographic surveys and detailed roadway, water, sanitary, and storm sewer design;
- Perform daily construction site inspection, assist with Contract Administration and coordinate Quality Control activities;
- Assisting with preparation of annual operating and capital budgets for the Engineering Division, departmental correspondence, procurement documents, standard operating procedures, reports and presentations as required;

The successful applicant will possess:

- College Diploma from three-year Civil Engineering Technology program;
- Minimum Associate membership in good standing with the Ontario Association of Certified Engineering Technicians and Technologists (a C.E.T. designation would be considered an asset).
- Experience with AutoCAD Civil 3D
- Proficiency with Microsoft Office Suite

Qualified applicants are invited to submit their resume by Friday March 1st, 2024, at 4:00 p.m., to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at hr@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted. Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.