



Municipality of the District of Chester Employment Opportunity Engineering Technologist

The Municipality of the District of Chester is seeking to fill a full-time Engineering Technologist position. The Engineering Technologist will coordinate on various assigned public works operations and capital construction projects. The scope of these projects is diverse and includes work on public works infrastructure such as roads, sewer and drainage systems, public works buildings and parks, as well as work with the Kaizer Meadow Environmental Management Facility. The Engineering Technologist will also supervise a small contingency of property maintenance staff.

Qualified interested individuals are required to obtain a complete job description by contacting the undersigned or visiting the website at www.chester.ca.

Wage Range: Middle Managers/Coordinators

Closing Date & Applications – Submit resume along with three professional references no later than **4:00 p.m. on Friday, May 11, 2018** to the undersigned:

Pamela Myra, Municipal Clerk
Municipality of the District of Chester
151 King Street
P.O. Box 369
Chester NS B0J 1J0
employment@chester.ca
902-275-4771 Fax

Although we thank all applicants, only those selected for an interview will be contacted.



MUNICIPALITY OF THE DISTRICT OF CHESTER

POSITION DESCRIPTION

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|------------------------|--|
| Position Title: | Engineering Technologist |
| Salary Band: | Middle Managers/Coordinators |
| Department: | Engineering and Public Works |
| Reports to: | Director of Engineering and Public Works |
| Status: | Regular Fulltime |
| Classification: | Administrative |
| Location: | Municipal Complex (151 King Street), subject to Change |
| Hours: | Normally 8:30 a.m. to 4:30 p.m. with other hours for meetings outside of normal office hours, subject to change. |
| Date: | April 2018 |

SCOPE

The **Engineering Technologist** will coordinate on various assigned public works operations and capital construction projects. The scope of these projects is diverse and includes work on public works infrastructure such as roads, sewer and drainage systems, public works buildings and parks, as well as work with the Kaizer Meadow Environmental Management Facility. The Engineering Technologist will also supervise a small contingency of property maintenance staff.

OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

1. The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program and Occupational Health and Safety Legislation as well as Regulations of the Provinces of Nova Scotia.
2. The Municipality of the District of the Chester complies with the Employment Legislation of Nova Scotia and all employees are also expected to act in accordance to the appropriate Legislation as well.

QUALIFICATIONS

1. Post-secondary diploma in Civil Engineering Technology or other related post-secondary education.
2. Certification as a C. Tech, or the ability to obtain certification within a reasonable time.
3. Geographical Information System (i.e. ArcView) and AutoCAD Civil 3D experience considered an asset.
4. Level 1 Wastewater Treatment and Collection Certifications or ability to obtain considered an asset.
5. Five (5) years' experience in a municipal environment or other similar relevant experience.

SUMMARY OF FUNCTIONPrinciple Duties and Responsibilities:

1. Assist with the department's work plan; serve as project manager on capital infrastructure and operating projects; prepare plans, designs, specifications and estimates.
2. Provide direction and guidance to department staff; assist with departmental schedules and activities; identify resources needed, and allocate resources accordingly to staff.
3. Prepare and monitor projects; conduct field and site inspections, in relation to both operations and capital projects, ensuring work is performed in a safe, timely and professional manner.
4. Assist the Director of Public Works in developing and managing infrastructure operating programs; conduct engineering and design of the infrastructure extensions to include sewer, water, storm sewer, street, sidewalk, and curb and gutter, in accordance with established guidelines, acts and regulations.
5. Assist with the operation and maintenance of the various wastewater plants and fire protection system, by completing routine maintenance and testing as required, which may include weekend work (i.e. serve as an alternate in the weekend rotation).
6. Assist with the development and maintenance of a Municipal-wide Asset Management Program.
7. Periodically responsible for "on-call" duty, nights, weekends.
8. Assist the Director of Public Works in managing departmental budget and preparation of budget reports; maintain daily budgets on capital and operating projects; participate in budget forecasts.
9. Conduct sub-division reviews.
10. Develop a building maintenance program and be responsible to coordinate, facilitate and manage the maintenance of all Municipal buildings or assets.

11. Supervise staff as well as consultants and contractors on all projects, which he/she is responsible for.
12. Maintains accurate records of time and material within the department as well as other costs of all projects as assigned to ensure proper costing.
13. Participate in the Joint Occupational Health and Safety Committee as directed, and promote a healthy and safe work environment.
14. Maintain good public relations in dealing with the citizens. This employee must recognize that he/she is a public servant and must use the utmost respect at all times when dealing with other staff, the general public and Council.
15. Carry out any and all duties and responsibilities that the Director of Public Works shall see fit to assign or that may arise from time to time.
16. Frequent travel within the municipality.
17. Other duties as assigned.

DIRECT SUPERVISORY RESPONSIBILITIES

1. Operation and Maintenance Technician
2. Full Time and Part Time Labourers

CONTACTS

1. Provincial and Federal Government Departments
2. Members of Council and Staff
3. General Public
4. Provincial Engineers/Private Sector Engineers, Contractors