



Township of South Frontenac Job Description

Title: Construction Technologist
Department: Public Services
Reports to: Manager of Engineering & Capital Projects

SUMMARY:

Reporting to the Manager of Engineering & Capital Projects, the Construction Technologist is responsible for various municipal engineering, capital construction and asset management activities including provision of technical support for various public works operations.

The Construction Technologist is responsible for a range of duties and projects that support the Township's capital programs for renewal and rehabilitation of roads, bridges, stormwater and related assets. This position coordinates public consultation activities along with the preparation of engineering designs, reports, permits, and tender documents in support of construction projects. The position also plays a key role in the administration of construction contracts including field inspection, change orders, quantity control, progress tracking and payment certificates. Additional duties within the Department include asset management, technical review (municipal consents, site plans and subdivisions) and responding to resident inquiries.

DUTIES & RESPONSIBILITIES:

- Reviews engineering plans and specifications and provides input on the technical and infrastructure related aspects of Operational Services.
- Prepares Council reports and presentations; evaluates, recommends and administers tenders; reviews and prepares specifications, requests for proposals, expressions of interest, contracts and other capital related documents.
- Undertakes contract administration duties by overseeing contractor performance and monitoring progress, negotiates contractual claims and change of work orders as directed and within limits set by the Manager of Engineering & Capital Projects.
- Prepares and calculates estimates on quantities and pricing for capital and materials purchases.
- Coordinates topographic and legal survey work in support of construction and maintenance projects.
- Liaises with government agencies, utility companies and other outside agencies on capital works projects.
- Prepares payment certificates and makes recommendations for interim payments.
- Monitors and tracks progress on permit conditions relating to regulatory approvals on construction projects.
- Maintains expenditure reports for in-house works; works with the Treasury department on submittal of claim statements for funding projects; advises the Manager of Operations &

Fleet on in-house project costing and variances.

- Supports the Manager of Engineering & Capital Projects in the development of annual capital budgets.
- Coordinates the preparation of designs, specifications and drawings for municipal capital projects and other works including cost estimates and recommendations; Supports the Manager of Operations & Fleet in overseeing in-house capital works.
- Works with the GIS support team in the development of ArcGIS mapping for multiyear construction plans, plow routes, road classifications, and other projects as required.
- Procures, manages, and liaises with consultants and contracted services, conducts field visits and inspections as required, and provides documentation and interpretation of contractual rights and obligations of the stakeholders.
- Provides technical support, guidance and recommendations to Operational staff on-site related to development, construction and drainage as requested/required.
- Provides input and support to the Development Services Department relating to development applications and related matters; attends development review meetings and performs related tasks at the direction of the Manager of Engineering & Capital Projects
- Supports the Manager of Engineering & Capital Projects on the Township's Asset Management Program; performs condition assessments and updates asset information including service levels for municipal assets; provides related reporting as required.
- Administers daily requirements of the Ontario One Call program including utility locates and clearances for third party work. Provides operational support for utility locate requests on in-house capital projects.
- Maintains professional and technical knowledge by attending workshops, training, reviewing professional publications, researching best practices and new industry trends.
- Performs other duties, including special assignments and projects, as assigned by the Manager.

SUPERVISION:

- Works under the general supervision of the Manager of Engineering & Capital Projects.
- Provides supervision to Engineering Co-op Students
- Provides functional guidance to the Manager of Operations & Fleet and Lead Hands on in-house construction and maintenance projects
- Provides construction supervision and oversight of contractors/vendors

QUALIFICATIONS:

- Post-secondary diploma in Civil Engineering Technology or related discipline
- Registered as a Certified Engineering Technologist (CET) with OACETT or the ability to acquire the professional designation within 18 months of hire.
- Minimum of 2-3 years related experience, preferably in a Municipal setting
- Thorough understanding of the Ontario Provincial Standards Specifications (OPSS), and Standard Drawings (OPSD)
- Experience with and understanding of municipal infrastructure design, drafting, plans, review, infrastructure inspections, and contract administration of municipal and development infrastructure projects.

- Possesses familiarity and knowledge of the Occupational Health and Safety Act, Highway Traffic Act, Ontario Water Resources Act, Public Transportation and Highway Improvement Act, Fisheries Act, Ontario Construction Act and other related regulations governing construction.
- Strong analytical and critical thinking skills with the ability to identify concerns, troubleshoot, problem solve, and exercise sound judgement.
- Detail oriented with the ability to read and understand technical documents and contracts to clearly interpret and relay details.
- Strong organizational and time management skills with the ability to multi-task and manage competing priorities and self-directed tasks.
- Excellent interpersonal, communication and customer service skills with the ability to establish and maintain effective working relationships with internal and external stakeholders including colleagues, elected officials, ratepayers and business owners.
- Proficient in Microsoft Office applications and engineering software including CAD, esri ArcGIS software, digital communication tools and other related databases.
- Valid "G" driver's license.

OTHER:

- This is a full-time non-union position based on a 40-hour work week; some flexibility throughout the year may be required.
- Compensation, including eligibility for Overtime premiums, are in accordance with the Salary Schedule and non-union employment policies adopted by Council and amended from time to time.
- Benefits in accordance with Township policies.
- A 12-month probationary period is required.

Approved By:

K. Bolton

Kyle Bolton,
Director of Public Services

W. Troy Dunlop

W. Troy Dunlop,
Manager of Engineering & Capital Projects

DATE APPROVED: January 9, 2025