



<b>Township of McNab/Braeside Job Description</b>	Job Title: <u>Engineering Technician</u>	Page 1 of 5
Location: Township Office  Department: Public Works	Reports To:  <u>Director of Public Works</u>	Revision date: July 2026
		Salary: Group 9

**Position Summary:**

The Engineering Technician provides technical support to the Public Works Department in the review, design, inspection, and coordination of municipal infrastructure projects. This role is responsible for assisting with the delivery of capital works programs, responding to development related inquiries, and ensuring municipal standards and policies are adhered to. The Engineering Technician supports both field and office-based functions, contributing to effective project management, asset management, and customer service.

**Qualifications:**

- Diploma in Civil Engineering Technology or related field.
- Certification or eligibility for certification with OACETT (e.g., C. Tech. or C.E.T.) considered an asset.
- Experience in municipal engineering, civil construction, or infrastructure design preferred.
- Experience with site inspection, surveying, or public works operations an asset.
- Proficiency in AutoCAD, Civil 3D, GIS, and Microsoft Office Suite.
- Understanding of municipal engineering standards, road design criteria, and construction practices.
- Ability to read and interpret engineering drawings, site plans, and survey data.
- Strong analytical and problem-solving abilities.
- Effective communication and interpersonal skills.
- Ability to balance multiple projects and work independently or as part of a team.
- Attention to detail and strong organizational skills.
- Valid class G Driver’s licence.

## **Position Responsibilities:**

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the Township of McNab/Braeside.

### **2. Development & Permit Review**

- Review and process entrance permit applications ensuring compliance with Township standards, by-laws, and safety requirements.
- Coordinate and review utility installation requests, including proposed infrastructure by telecom, hydro, gas, and other service providers.
- Respond to and manage locate requests, maintaining accurate records and ensuring timely responses in accordance with One Call procedures.
- Review and provide comments on planning application, minor variances, lot severances, lot grading and drainage plans.

### **3. Engineering Design & Drafting**

- Prepare road design drawings and technical plans to support capital projects, using AutoCAD or similar engineering design software.
- Assist with preparing and reviewing subdivision road design submissions, ensuring conformity to municipal standards and design criteria.
- Prepare tender documents, specifications, and cost estimates.

### **4. Project Management & Construction Support**

- Conduct site inspections for Township capital projects, development works, and subdivision construction.
- Monitor completed works for compliance with approved plans, standards, and contract documents.
- Support project management activities for capital projects, including municipal buildings, roads, drainage systems, and other infrastructure.
- Coordinate with contractors, consultants, and developers to resolve issues and maintain project timelines.

### **5. Asset Management & Technical Support**

- Assist with maintaining the Township's asset management system, including mapping updates and condition assessments.
- Collect field data related to roads and drainage systems.
- Complete inspections associated with the Township ECA's and future CLI-ECA.
- Prepare technical reports, memos, and recommendations for the Public Works Department.

## **6. Customer Service & Administration**

- Respond to public inquiries related to engineering, infrastructure, and development processes.
- Maintain organized records, digital files, drawings, and permits.
- Participate in continuous improvement of engineering and public works procedures.

## **Human Resources**

- This position has no supervisory responsibilities.

## **Physical Skill and Effort**

- Ability to walk long distances on uneven, rough, or steep terrain during inspections.
- Ability to stand for extended periods during on-site meetings or construction observations.
- Ability to lift and carry equipment such as field tools, stakes, or measurement devices (typically up to 25–30 lbs).
- Ability to bend, crouch, and climb during site inspections, including culverts, embankments, road shoulders, and construction sites.
- Occasional requirement to enter confined or restricted spaces, following all safety protocols (if applicable).

## **Decision Making and Judgement**

- Interprets engineering drawings, design specifications, and municipal standards to assess compliance during construction and development review.
- Determines whether entrance permits, utility requests, and locate requests meet Township requirements before recommending approval or conditions.
- Identifies deficiencies during site inspections and exercises judgement to determine severity, safety implications, and required corrective action.
- Makes recommendations on design adjustments, construction practices, or corrective measures based on site conditions.
- Assists in selecting appropriate engineering approaches, design details, and materials for capital projects.
- Determines priorities for field inspections, data collection, and follow-up based on project timelines and public safety considerations.
- Assesses risks or emerging issues on project sites (e.g., drainage concerns, erosion, traffic impacts) and escalates matters requiring managerial or engineering review.
- Works independently for significant periods, particularly during inspections and fieldwork, where immediate decisions must be made regarding site safety, work quality, and conformance to approved plans.
- Determines when issues can be addressed directly and when matters require escalation to supervisors, engineers, or external professionals.

- Decisions influence public safety, infrastructure quality, budget efficiency, and the Township's ability to meet regulatory obligations.
- Errors in judgement can result in construction delays, increased costs, infrastructure deficiencies, or safety hazards.
- Effective decision-making contributes to project success, community trust, and the long-term durability of municipal assets.

### **Interpersonal Skills/Contacts**

- The Engineering Technician interacts with a wide range of internal and external stakeholders and must demonstrate strong communication, professionalism, and customer service skills. The role requires clear, respectful, and technically accurate communication in both office and field settings.

#### Internal:

- **Director/Manager of Public Works** – to discuss project requirements, escalate issues, and receive direction.
- **Public Works staff and road crews** – to coordinate field work, share inspection information, and support operational planning.
- **Planning, Building, and Development Services staff** – to review development applications, subdivision submissions, and infrastructure needs.
- **Finance and Asset Management staff** – to share technical information, cost estimates, and asset condition data.

#### External:

- **Contractors and construction supervisors** – to review work in progress, discuss deficiencies, ensure compliance, and coordinate inspections.
- **Consulting engineers, planners, and surveyors** – to review technical submissions, provide feedback, and confirm conformity to municipal standards.
- **Utility companies (hydro, gas, telecom, etc.)** – to coordinate utility requests, assess impacts, and ensure safe installation practices.
- **Developers and builders** – to explain municipal servicing requirements, entrance standards, and technical conditions for approvals.
- **Residents and property owners** – to respond to inquiries regarding entrance permits, drainage concerns, road conditions, or construction impacts.

### **Environment**

- Work performed outdoors in varied weather conditions, including heat, cold, rain, snow, and uneven surfaces.
- Exposure to construction noise, dust, traffic, and equipment vibrations.
- Indoor office environment for planning, design, and documentation tasks.

### **Control over Work Schedule**

- The position plans and prioritizes daily tasks, such as inspections, drafting, permit reviews, and meetings, based on project timelines, service request volumes, and seasonal demands.
- While the Technician has discretion in organizing workflow, scheduling is influenced by construction timelines, contractor availability, and weather conditions for fieldwork.
- Site inspections, surveys, and construction observations must often be completed at specific times dictated by contractor activities, project milestones, or safety requirements.
- Field visits may need to be adjusted throughout the day to respond to unexpected issues such as utility conflicts, drainage concerns, or resident inquiries affecting active work sites.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**