

Municipality of Northern Bruce Peninsula

Job Description

Position Title: Public Works Engineering Technician

Department: Public Works Services



Purpose of this Position

The Public Works Engineering Technician plays a key role in supporting municipal infrastructure planning, construction, and maintenance. This position provides technical expertise in the oversight and inspection of capital projects, waste management operations, and asset management initiatives. The Technician ensures compliance with Ontario Provincial Standards, supports 911 addressing and municipal reporting requirements, and acts as a liaison between contractors, consultants, and the public while promoting excellent customer service.

Key Responsibilities

- Conduct inspections on municipal construction projects to ensure compliance with Ontario Provincial Standards and municipal specifications.
- Assist with the planning, coordination, and delivery of capital infrastructure projects including roads, bridges, culverts, facilities, and drainage systems.
- Monitor and document progress on construction sites, ensuring timelines, budgets, safety protocols, and quality control measures are met.
- Provide technical oversight on solid waste management facilities and collection programs, ensuring compliance with environmental standards and municipal objectives.
- Participate in developing and updating asset management records and assisting in the implementation of the Asset Management Plan (AMP).
- Prepare detailed technical reports, cost estimates, and contract documentation.
- Assist in the preparation of project tenders and review of submitted proposals.
- Maintain GIS and mapping data including updates to 911 addressing and road naming in coordination with emergency services.
- Respond to public inquiries and complaints with professionalism and provide accurate information on public works services.
- Act as a team player by supporting other staff within the Public Works department and across the organization.
- Promote and support a safety-first culture across all operations and projects.

Experience, Education, Skills and Abilities

- Completion of a post-secondary diploma in Civil Engineering Technology or a related field.
- Minimum of two (2) years of experience in a similar role.
- Certified or eligible for certification with OACETT as a Certified Engineering Technologist (C.E.T.) is considered an asset.
- In-depth knowledge of Ontario Provincial Standards (OPS), Ontario Traffic Manual (OTM), and applicable municipal and provincial legislation.
- Strong understanding of engineering design, construction methods, surveying principles, and environmental regulations.
- Experience in contract administration, project management, and waste management best practices.
- Proficiency in Microsoft Office Suite, AutoCAD, GIS applications, and asset management software.
- Effective communication, interpersonal, and customer service skills.
- Strong organizational and time management abilities with a keen attention to detail.
- Ability to work independently and collaboratively in a team setting.
- First Aid/CPR considered an asset.

Working Conditions

- Work involves working in both an office setting and fieldwork, including site inspections under various weather conditions.
- Required to lift and carry equipment up to 50 lbs.
- At times, will have regular interruptions and deadlines to meet operational needs.
- Regular hours of work are Monday to Friday 8:30 a.m. to 4:30 p.m; 37.5 hours weekly. Availability to attend evening meetings or respond to emergency situations outside regular hours, as needed.
- Valid Ontario Class “G” Driver’s Licence and access to a reliable vehicle; travel across the municipality.