



## **Township of South Frontenac Job Description**

**Title:** Facilities Technologist

**Department:** Public Services

**Reports to:** Manager of Recreation & Facilities

### **Summary:**

Reporting to the Manager of Recreation & Facilities, the Facilities Technologist is responsible for the technical support of various municipal facility and asset management activities including providing guidance and supporting maintenance programs as well as the review and construction inspection for capital projects.

The Facilities Technologist conducts field inspections, reviews building plans, ensures facility compliance, inspects municipal infrastructure, prepares plans for Township construction and provides guidance and monitoring for operation and maintenance programs, liaises with vendors and contractors, prepares tender packages, reviews submissions, and responds to resident inquiries regarding facilities and capital construction projects, coordinates condition assessments and priority setting, maintains asset inventories, updates asset lifecycle transactions and supports capital planning and budgeting.

### **Duties & Responsibilities:**

- Reviews engineering plans and specifications, coordinates building code review, and provides technical input on the aspects of building operation.
- 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 Recreation & Facilities.
- Prepares and calculates estimates on quantities and pricing for contacted services and material purchases.
- Liaises with internal stake holders, government agencies, utility companies and other outside agencies on capital works projects.
- Prepares payment certificates and makes recommendations for interim progress payments.

- Completes permit applications, tracks progress, and schedules inspections on permits relating to regulatory approvals on construction projects.
- Supports the Manager of Recreation & Facilities in the development of annual capital budgets.
- Prepares plan, scope, and specifications for recreation and facility capital projects and other works including cost estimates and recommendations; Supports the Manager of Recreation & Facilities in overseeing capital and maintenance projects.
- Oversee facility inspections and condition assessment programs, required reporting, and schedule remedial work into maintenance plans.
- 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 related to facilities maintenance and repairs.
- Provides input and support to internal and external stake holders relating to facility operation and maintenance, attends meetings and performs related tasks at the direction of the Manager of Recreation & Facilities.
- Supports the Manager of Recreation & Facilities 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.
- 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 Recreation & Facilities.
- Provides supervision to Engineering Co-op Students.
- Provides functional guidance to the Recreation & Facilities Lead Hand on facility maintenance projects.
- Provides construction supervision and oversight of contractors/vendors.

**Qualifications:**

- Post-secondary diploma in Architectural Technology, Engineering Technology, or related discipline.
- Professional designation with relevant Ontario association or ability to acquire within 18 months of hire (OACETT, AATO, etc).
- Minimum of 2-3 years related experience, preferably in the institutional and commercial construction sector.

- Thorough understanding of the Canadian Construction Documents Committee (CCDC) contract documents and the Ontario Building Code.
- Experience with and understanding of commercial building design, drafting, plans, review, inspections, and contract administration of commercial or government construction projects.
- Possesses familiarity and knowledge of the Occupational Health and Safety Act, Electrical Safety Authority, Technical Standards & Safety Authority, 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, GIS software, digital communication tools and other related databases.
- Work experience with asset management software like Cartegraph would be considered an asset.
- Valid "G" driver's license.

**Other:**

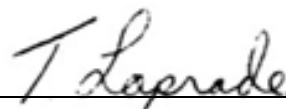
- This is a Full-time non-union position based on a 40-hour work week; some flexibility throughout the year may be required.
- Compensation is in accordance with the Salary Schedule and non-union employment policies adopted by Council and amended from time to time.
- Benefits are in accordance with Township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

Approved By:




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Kyle Bolton,  
Director of Public Services




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Tim Laprade,  
Manager of Recreation & Facilities