



Township of South Frontenac Job Description

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

SUMMARY:

Reporting to the Manager of Engineering & Capital Projects, the Operations Technologist is responsible for the technical support of various Municipal operations and corridor management activities in the right-of-way including issuing various permits, municipal consent approvals, operational contracts, and development reviews.

The Operations Technologist conducts field inspections, reviews site plans and subdivisions as required; ensures site compliance, inspects municipal services and grading, reviews letters of credit, prepares designs for Township maintenance programs and provides guidance and monitoring for in-house construction, liaises with vendors and contractors, prepares tender packages, reviews submissions, and responds to resident enquiries regarding development and maintenance programs, coordinates condition assessments and priority setting, maintains asset inventories, updates asset lifecycle transactions.

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 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 in support of material purchases and maintenance plans.
- Coordinates topographic and legal survey work in support of construction and maintenance projects.
- Liaises with government agencies, utility companies and other outside agencies on minor capital works and maintenance projects.
- Supports the Manager of Engineering & Capital Projects in the development of annual capital budgets.
- Coordinates the preparation of designs, specification and drawings for minor capital

- projects and maintenance programs including cost estimates and recommendations.
- Develops mapping for multiyear construction plans, plow routes, road classifications, and other projects as required.
 - Provides support to the Township's Private Lane Upgrade Assistance program; reviews applications, conducts site visits, if necessary, recommends application approvals and verifies work.
 - 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.
 - Liaises with the Corporate Services Department 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.
 - Assists the Manager of Engineering & Capital Projects in the development and maintenance of all standard operating procedures, policies and environmental compliance records relating to: municipal drinking water systems, source water protection, road salt, stormwater management, landfills, and climate adaptation programs.
 - Investigates and responds to public inquiries relating to traffic issues, speed limits, roadway lighting and public parking.
 - Review and issue technical permits including traffic control plans, oversize load permits, entrance permits, municipal consents, road closures, and encroachments.
 - 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 Students.
- Provides functional guidance to the Manager of Operations & Fleet and Lead Hands on operational activities.
- Provides 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, Environmental Protection Act, Clean Water & Safe Drinking Water Act, Aggregate Resource 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.
- 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, 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 are in accordance with Township policies.
- A 12-month probationary period is required.

Approved By:



Kyle Bolton,
Director of Public Services



W. Troy Dunlop,
Manager of Engineering & Capital Projects

DATE APPROVED: June 4, 2025