



Job Title:	Public Works Technologist	Department:	Richmond Public Works
Reports to:	Director of Public Works / Municipal Engineer	Union / Non-Union	Union
Salary Class:	Level 7	Position Type:	Full Time

Job Description

ROLE AND RESPONSIBILITIES

THE POSITION OF PUBLIC WORKS TECHNOLOGIST IS RESPONSIBLE TO ASSIST THE DIRECTOR OF PUBLIC WORKS/MUNICIPAL ENGINEER WITH CERTAIN ASPECTS OF THE OPERATION OF THE PUBLIC WORKS DEPARTMENT. IN GENERAL THE POSITION IS RESPONSIBLE TO PERFORM COMPLEX ADMINISTRATIVE AND PROFESSIONAL TASKS IN THE PLANNING, ORGANIZING AND MANAGEMENT OF PUBLIC WORKS OPERATIONS INCLUDING CONSTRUCTION AND MAINTENANCE OF STREETS, SIDEWALKS, WATER AND WASTEWATER INFRASTRUCTURE, BUILDINGS AND SOLID WASTE MANAGEMENT INFRASTRUCTURE.

SPECIFIC DUTIES INCLUDE:

- ASSISTING THE MUNICIPAL ENGINEER WITH GENERAL ADMINISTRATIVE TASKS. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING
 - COORDINATION OF WORK FOR FULL, PART TIME AND SEASONAL EMPLOYEES WITHIN THE DEPARTMENT;
 - COORDINATION OF TRAINING FOR FULL, PART TIME AND SEASONAL EMPLOYEES WITHIN THE DEPARTMENT;
 - SOURCING AND PROCURING SUPPLIES, MATERIALS AND SERVICES;
 - COMPILING/ANALYZING DATA AND REPORT WRITING;
 - GENERAL ADMINISTRATIVE DUTIES.

- ASSISTING THE MUNICIPAL ENGINEER WITH THE ADMINISTRATION OF EXISTING OR NEW WATER SUPPLY SYSTEMS, SEWERAGE SYSTEMS, SOLID WASTE MANAGEMENT SYSTEMS, PUBLIC BUILDINGS, ROADS AND SUBDIVISIONS UNDER THE JURISDICTION OF THE MUNICIPALITY. THIS INCLUDES, BUT IS NOT LIMITED TO TASKS RELATED TO THE FOLLOWING OVERALL ACTIVITIES:
 - ADMINISTRATION OF MUNICIPAL PROJECTS AND INITIATIVES;
 - ASSIST WITH CAPITAL INFRASTRUCTURE PLANNING;
 - MANAGE CONTRACTS AND PROJECT ADMINISTRATION, INCLUDING BUDGETS, AND ENSURING CONTRACTOR COMPLIANCE WITH OHS REGULATIONS
 - PREPARE RFPs AND RFQS
 - RESPOND TO CONCERNS / COMPLAINTS FROM RESIDENTS;
 - ASSIST WITH THE MUNICIPALITY'S ONGOING ASSET MANAGEMENT PROGRAM AND INITIATIVES;
 - CONDUCT ROUTINE INSPECTIONS OF MUNICIPAL INFRASTRUCTURE, INCLUDING BUILDINGS, WATER AND SEWER INFRASTRUCTURE, SIDEWALKS AND STREETS;
 - GENERAL ADMINISTRATION

- ANY OTHER DUTIES WHICH THE DEPARTMENT MAY REQUIRE FROM TIME TO TIME.



QUALIFICATIONS AND EDUCATION REQUIREMENTS

A TWO (2) YEAR CERTIFICATE OR DIPLOMA IN CIVIL ENGINEERING TECHNOLOGY OR EQUIVALENT AND THREE (3) TO FIVE (5) YEARS' RELEVANT EXPERIENCE IN A PUBLIC WORKS SETTING. A CERTIFIED ENGINEERING TECHNOLOGIST (C.E.T.) DESIGNATION WOULD BE CONSIDERED AN ASSET.

PREFERRED SKILLS

COMPREHENSIVE KNOWLEDGE OF THE OPERATION AND MAINTENANCE OF WATER, SEWER, ROAD, BUILDING AND OTHER INFRASTRUCTURE

PROJECT MANAGEMENT AND LEADERSHIP SKILLS

COORDINATION AND PLANNING SKILLS

FINANCIAL (BUDGET) MANAGEMENT

HEALTH AND SAFETY AWARENESS

ORGANIZATIONAL SKILLS

TIME MANAGEMENT

GOOD WRITTEN AND ORAL COMMUNICATION SKILLS

PUBLIC/CLIENT RELATIONS

Reviewed By:	CAO	Date:	Click here to enter a date.
Approved By:	CAO	Date:	Click here to enter a date.
Last Updated By:	Chris Boudreau, P.Eng	Date/Time:	June 13, 2022