



CLEARVIEW
TOWNSHIP

Capital Works Technologist

The Corporation of the Township of Clearview

Clearview Township is currently seeking a permanent full-time Capital Works Technologist. Please note that the Township of Clearview has an Alternative Work Schedule Policy in place that may allow for an alternative work schedule for employees who meet the eligibility requirements.

Clearview Township is located in a region that has a long history as one of Ontario's favorite tourist and vacation destinations, attracting over 2 million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of small-town quality of life.

Key Accountabilities:

Reporting to the Manager of Engineering, the Capital Works Technologist is responsible for overseeing capital projects and studies as required relating to municipal buildings, bridges & culverts, roads, stormwater, drinking water, and wastewater projects. The capital works technologist leads project management activities, including preparing consultant and contractor procurement documents and participating in the selection and administration of goods and services. Additional responsibilities include performing regular site inspections, developing project scopes and goals, initiating and monitoring projects against approved budgets, and maintaining summaries of project costs.

Skills and Experience:

- Diploma in Civil Engineering Technology or Civil / Environmental Engineering Technology.
- Minimum 3 years of progressive experience in an urban and rural municipal public works, or engineering department environment, combined with experience directly related to capital project engineering and approvals.
- Possesses a Certified Engineering Technologist (C.E.T.) designation in good standing with the Ontario Association of Certified Engineering Technicians (OACETT).
- Strong working knowledge of all applicable provincial, municipal, and other relevant industry standards/policies and modern construction practices.
- Thorough working knowledge of Microsoft Office applications, AutoCAD and ArcMap for GIS applications.
- Excellent analytical, communication, financial management, project management, problem-solving, reporting writing, and time management skills.
- Ability to multi-task, cope with interruptions, work under pressure to meet multiple deadlines, exercise discretion and good judgment, and maintain confidentiality.
- Valid Class "G" Driver's License with a clean Driver's Abstract.
- Project Management Professional (PMP) Designation or Project Management Certificate would be considered an asset.

Salary:

Salary range offered for this position is \$83,113 to \$102,029 per year plus a competitive benefits package.

Note: The preferred candidate must be willing to provide consent for the Township to conduct a criminal background and vulnerable sector check prior to finalizing an employment offer.

Interested candidates are invited to forward their resume and covering letter quoting **job # 2025 - 012** to Human Resources **by March 10, 2025**, to: hr@clearview.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.

Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please visit: www.clearview.ca