



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Engineering Technician - Utility Coordination	CLASSIFICATION: Union, Full-Time
DEPARTMENT: Engineering, Pubic Works & Building	SALARY LEVEL: \$46, 259 - \$57, 833 (grade 6) **under review**
LOCATION: 2585 King Road, King City, ON	

JOB PROFILE:

Function:

The Engineering Technician – Utility Coordination is responsible for providing engineering review, approval and inspection of Municipal Consent applications, ROW utility location approvals, driveway and entrance permits, road occupancy permits.

Reports to:

- Deputy Director of Engineering & Development

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Reviews, approves and administers Municipal Consent applications for the Municipality.
- Reviews Engineering plans for utility locations ensuring that they are in conformance with Township criteria and standards.
- Assists and coordinates utility work within the Municipal Right of Way.
- Coordinates and administers Municipal Access Agreement (MAA) or a Franchise Agreement with various utility companies.
- Performs locates within the municipal Right of Way as required and in accordance to, the Provincial One Call regulation.
- Acts as the Township's representative in dealing with the public, property owners, other departments, utilities, consultants, other levels of government, etc. on matters related to Utility installations within the municipal right of way.

- This position will also be responsible for our street light inventory and will help administer our maintenance contract for street lights as well as our ongoing conversion to LED lights.
- Broadband and internet co-ordination will also be a responsibility of this position.
- Utilizes computer applications for the purpose of data collection/analysis and updating the Township infrastructure inventory, GIS data base and mapping systems using AutoCAD, ArcMap or similar applications which contribute to the Township of King asset management program.
- Responsible for maintaining an inventory of Tangible Capital Assets and the required condition assessments inspections to develop a multiple year capital works program and asset management system for municipal infrastructure. Required to maintain the Tangible Capital Asset inventory database using applicable software applications.
- Reviews, approves and administers driveway and entrance permits, road occupancy permits.
- Will assist in collecting traffic data
- Perform other related duties, as assigned, that are in accordance with job responsibilities or necessary departmental or corporate objectives.

Education/Experience:

- Minimum two (2) year community college diploma in Civil Engineering Technology or related field and eligible for a Certified Engineering Technician (C.Tech.) designation is required.
- A minimum of six (6) months experience in an urban and rural municipal public works environment and experience with engineering plan review is required.
- Working knowledge of the *Highway Traffic Act*, the Ontario Traffic Manual, as well as the *Occupational Health and Safety Act* and Regulations, Electrical Safety Codes, provincial statutes and other regulations that are in accordance with job responsibilities are required.
- Required computer experience includes Microsoft Office products and engineering software such as AutoCAD and ArcMap for GIS applications, asset management databases, and electronic work-order and service request systems.
- Knowledge of utility locating would be beneficial.

Conditions of Employment:

- Required to work under the direction of the Deputy Director of Engineering & Development with considerable independence of action.
- Work is performed in an office environment as well as outdoors (in a variety of weather conditions) when conducting field inspections, as required.
- Work involves mental and visual concentration with some interruptions.
- A valid driver's licence is required and a reliable vehicle to use on corporate business.
- Overtime is required at various times of the year.

- Good written and verbal communication skills required.
- The Engineering Technician – Utility Coordination must be able to communicate effectively with the general public in a customer service environment.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____