



Position Description

POSITION TITLE: Civil Engineering Technologist (CET)

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSITIONS: Occasional CET Student Workers

POSITION SUMMARY: This position encompasses responsibility for Project Planning, Mapping/Drafting/Surveying, Asset Management and Safety Program Coordination. This is a position in the Administration Office.

DATE: October 2023

TASK	DESCRIPTION
1	<p>Project Planner</p> <p>Main Activities:</p> <ul style="list-style-type: none"> • Participate as a member of the Municipal Management Team as required • Coordination of annual drainage program • Coordination of annual dust control program • Coordination of the annual gravel program • Coordination of the culvert replacement program • Planning, in coordination with PWM, any capital upgrades • One-time items such as: <ul style="list-style-type: none"> ○ Capital Upgrades – Working with outside resources ○ Sub-division liaison with outside agencies
2	<p>Mapping/Drafting/Surveying, etc.</p> <p>Main Activities:</p> <ul style="list-style-type: none"> • Maintenance of our mapping system • Drafting of any drawings/projects, etc that are required • Measure and ensure that yardsites are developed with proper elevations to ensure drainage systems will work • Training of Staff & Council on how the GIS system works for various roles

3	<p>Asset Management</p> <p>Main Activities:</p> <ul style="list-style-type: none"> • Key person responsible for the municipalities Asset Management Plan • Keep Asset Management inventory up to current – work in consultation with the Chief Financial Officer to ensure values are adequately reflected. • Ensure that asset values are current in order to help prepare financial plan backup documentation. • Ensure that assets are properly accounted for and upgraded as required
4	<p>Safety Program Coordinator, etc.</p> <p>Main Activities:</p> <ul style="list-style-type: none"> • Establish best practices to ensure that employees receive proper safety training • Maintain on-going safety records • Ensure that employees are using appropriate safety protocols, etc.
5	<p>Other Duties as assigned</p> <ul style="list-style-type: none"> • Provide guidance to municipality related to Engineering interpretations, etc. • Assist Public Works Manager as required • Other Duties

QUALIFICATIONS AND TRAINING

1. Graduation from a recognized Civil Engineering Technologist Program
2. Knowledge of various surveying equipment and technologies.
3. Must have a valid Class 5 Drivers Licence at a minimum
4. Experience in a management or quasi management role is an asset and the Rural Municipality of Morris is willing to help train employee in these types of roles
5. Positive attitude and willingness to learn how municipalities function
6. Common sense approach

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

The incumbent must have proficient knowledge in the following areas:

- AutoCAD & Other associated software systems
- Ability to communicate and mentor others

SKILLS:

The incumbent must demonstrate the following skills:

- Leadership skills including the ability to take limited responsibility for the coordination and completion of various municipal projects
- Analytical and problem solving skills
- Effective verbal and listening communication skills
- Computer skills
- Ability to deal effectively with people in difficult situations
- Project Management
- Ability to work effectively with o
- Effective written communication skills including administrative report writing
- Research and program development skills
- Stress management skills
- Time management skills
- Decision Maker

PERSONAL ATTRIBUTES:

The incumbent must demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful
- Possess cultural awareness and sensitivity
- Ability to adjust & prioritize work schedule, often on short notice
- Be accommodating to the demands of a diverse community
- Demonstrate sound work ethics
- Be consistent and fair

Ideal Candidate would be/have:

- Have at least 2 years of experience in a similar position
- Have a 'leadership' personality
- Construction experience
- Able to prepare reports
- Intricate knowledge base of various CAD/GIS software programs
- Valid Drivers Licence – Minimum Class 5
- Able to work 'non-traditional' hours
- Must be in good physical condition