



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

ENGINEERING TECHNOLOGIST – WATER/WASTEWATER TEMPORARY, FULL TIME UNTIL DECEMBER 2026 (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Engineering Technologist – Water/Wastewater is a member of the Engineering Division within the Infrastructure Services Department, reporting directly to the Manager of Engineering. The Engineering Division oversees planning, design, and construction of the safe and reliable infrastructure Township residents need to go about their daily lives. Specifically, the Engineering Technologist – Water/Wastewater provides engineering review and technical support for the Township's water, wastewater, and asset management programs. The position is also responsible for managing water and wastewater capital projects, coordinating between outside agencies to ensure project deliverables are achieved, arranging for and administering the installation and inspection of municipal services for site plan/infill developments, liaising with the development community and responding to development-related inquiries, preparing service finance agreements with development proponents, reviewing service connection requests, as well as reviewing the engineering submissions for subdivision applications ensuring compliance is maintained with all applicable water and wastewater design standards.

Key Major Responsibilities

Duties include but not limited to:

Technical Support

- Carries out responsibilities according to the principles expressed in the corporate mission, vision and values statements that are contained in the corporate strategic plan.
- Contributes to effective water and wastewater engineering policies and practices.
- Performs asset rehabilitation/renewal analysis for linear and capital assets including, inspection programs, condition assessment, risk assessment, and lifecycle analysis.
- Ensures compliance with applicable legislation and regulations including the Safe Drinking Water Act, Ontario Water Resources Act, Environmental Assessment Act, and Environmental Protection Act.
- Conducts inspections and assessments of municipal water and wastewater infrastructure in cooperation with the Environmental Services division.
- Provides recommendations for and oversees the implementation of capital upgrades, operational improvements and preventative maintenance for water and wastewater infrastructure.
- Strengthens corporate engineering standards and capacity building in engineering technology.
- Identifies, develops and recommends engineering and procedural improvements.
- Coordinates with the other Township Departments to ensure the Township's infrastructure data, including as-constructed drawings and condition assessment reports are kept up-to-date and added to the Township's Geographic Information System (GIS) and asset management programs.
- Prepares requests for proposals for engineering services in accordance with corporate purchasing policies.
- Interprets and prioritizes linear infrastructure condition assessment information and provides recommendations for upgrades and replacements.
- Updates the water supply and wastewater treatment uncommitted reserve capacity calculations taking into account permitted capacities, flows, new residential and ICI sector construction, and planned growth.
- Works with the Manager of Engineering and the Managing Director of Infrastructure Services on the review and updating of municipal standards and design specifications.
- Assists with budget preparations for the Township's Asset Management Plan and 10-year capital forecast.
- Acts as an informal technical liaison between the Township and engineering consultants.
- Prepares sketches, drawings, and specifications for various municipal improvements.
- Prepares reports to Township Council and Committees.
- Maintains current knowledge of engineering concepts, procedures and technologies with training and development through courses, seminars and selected reading.

- Provides operational back up to the Development Technologist.
- Responsible, as an employee, for occupational health and safety.
- May require flexibility of work hours as well as overtime.
- Performs other duties as assigned and/or required.

Project Management

- Provides direction to multi-disciplinary teams in all phases of water and wastewater related capital projects and special studies.
- Ensures projects are delivered on schedule, within scope, and within budget in accordance with Township policies and standards.
- Oversees and evaluates the work performance of external service providers (i.e. consultants and contractors) with respect to quality standards, construction specifications/drawings, project timelines and scheduled tasks, and budget.
- Represents the Township and participates in capital works construction site meetings.
- Responds to public inquires related to water and wastewater capital projects and special studies.
- Reviews and approves external service providers invoices and construction payment certificates.

Coordination of New Development

- Identifies linear infrastructure requirements and prepares cost estimates for servicing of new developments.
- Prepares the applicable municipal infrastructure applications and or service financing commitment agreements for new development and arranges the collection of the required fees/securities.
- Coordinates and oversees the installation of municipal services including site meetings, construction inspection, processing of payment certificates and security reductions and or releases.
- Reviews subdivision drawing submissions and provides comments pertaining to water and wastewater elements.
- Represents the Township and participates in subdivision construction site meetings.
- Coordinates the inspection and acceptance of municipal infrastructure assets through the subdivision process, including letter of credit and securities reduction or release.

Minimum Qualifications and Requirements:

- Diploma from a recognized College of Applied Arts and Technology in Engineering Technology and eligibility for full membership in the Ontario Association of Certified Engineering Technicians and Technologists.
- At least 5-years' experience in the fields of water and wastewater engineering with expertise in construction, contract administration, hydraulics, water and wastewater pumping, water distribution and wastewater collection systems, treatment processes, asset management and lifecycle analysis.
- Organizational and time management skills.
- Strong communication skills in all media.
- Ability to prepare and give presentations with clarity and purpose.
- Ability to think and act corporately.
- Ability to work in a fast-paced team environment and independently.
- Working knowledge of AutoCAD, ESRI, and Microsoft Office.
- Must hold a valid Class 'G' Driver's License and have access to a vehicle.

Annual Salary: \$85,519 - \$96,197 (2025 salary range)

How to Apply: Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to careers@centrewellington.ca by **January 10, 2025, at 11:59 p.m.** Please quote job posting '2025-02' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.