



Township of Southwold
POSITION DESCRIPTION

1. Position Title:

- a. Infrastructure and Development Technologist

2. Reporting Relationship:

- a. Reports to the Director of Infrastructure and Development Services

3. Positions Supervised:

- a. No Full-time Permanent Positions, but may include Summer Students/Co-op Students from time to time

4. Scope of Position:

- a. Under the supervision of the Director of Infrastructure and Development Services, reviews subdivision and site development applications and supervises construction of new development services and roadways for compliance with Municipal Standards. Undertakes municipal infrastructure projects in the planning, survey, design, tender, contract administration, and site inspection of capital projects.

5. Main Responsibilities:

- a. Reviews and comments on the water, wastewater and stormwater servicing design for new development proposals and inspects associated construction projects to ensure compliance with Municipal Standards and Provincial Legislation, and conditions of registered subdivision agreements. Co-ordinates the Municipal assumption of new water, sewage and storm water works.
- b. Provides and reviews regulatory forms and permits submitted by developers to ensure compliance with applicable design standards and regulatory requirements (e.g., Form 1, CLI-ECA, ECA submissions, Directors Notifications). Prepares and submits required permits and regulatory documentation for Township capital projects, ensuring all reporting and submissions are completed accurately and in a timely manner.

- c. Reviews subdivision and site plan development servicing designs for compliance with Provincial Regulations, Township of Southwold Design Guidelines Manual, Supplementary Construction Specifications, and other municipal standards and recommends approval of same to Management staff.
- d. Prepares preliminary and final engineering design drawings, cost estimates, tender documents and reports for storm sewers, stormwater management, sanitary sewers, watermains and various elements of the road system, including but not limited to pavement layout, curbs and gutter, sidewalks, street lighting and utilities.
- e. Participates in Public Information Centres (PIC) to present and discuss projects with residents, businesses, institutions, and property owners in relation to capital projects or development-related projects, if necessary. Prepares presentation materials including drawings, maps, graphs, etc. as required.
- f. Performs construction contract administration duties in liaison with contractor, and site inspector if necessary, ensuring general conformance with specifications and referring questionable matters to Management. Prepares/oversees the preparation of payment reports pertaining to construction projects including, but not limited to, quality and quantity of materials used, adherence to specifications and established schedules, payment certificates, and change orders.
- g. Assists with project and development close-out by compiling and submitting as-built drawings, project documentation, and final financial information to the GIS and Asset Management Coordinator for inclusion in the Township's infrastructure inventory. Inputs relevant data into the Township's asset management software as required. Supports the Treasurer by providing project-related financial and asset information as needed for reporting, budgeting, and long-term capital planning purposes.
- h. Supervises construction inspection by consultants to ensure general compliance with approved drawings, subdivision or site plan registered agreements, and standard work practices, and referring questionable matters to Management staff.
- i. Organizes pre-construction and construction progress meetings.
- j. Monitors progress of development servicing, establishes and recommends security requirements plus reduction or release, and advises on the acceptance and Municipal assumption of subdivision services and roadways.

- k. Prepares meeting agendas/minutes and chairs preconstruction and construction site meetings for capital projects and development-related projects.
- l. Liaises with Consulting Engineers, Contractors, Developers, and the Public on development servicing issues, and construction noise, dust, vibration complaints, and advises the Management staff of same.
- m. Verifies that storm water management criteria and design meet the required standards and adhere to current design practices for quantity and quality control.
- n. Provides resources and alternative measures and solutions to the Public for complaints dealing with existing and new development storm water control.
- o. Liaises directly with Canada Post to approve location of Community Mailboxes within new subdivision developments.
- p. Performs other duties as required in relation to subdivision design and contract administration/site inspection by consultants.
- q. Responsible for administration of the Site Alteration By-law, including:
 - i. ensuring that notice of complaints regarding any site alteration is addressed in a fair, unbiased, expedient manner in accordance with the By-law.
 - ii. Issues permits for site alteration based on compliance with stipulations of the By-Law. Ensures all submitted documentation is in conformance with the requirements as stipulated within the By-Law.
 - iii. Applies penalty clauses when a site alteration permit holder is in contravention of any permit or has not applied and received a permit. Responsible for issuing written orders to a property owner to comply with conditions of the permit and/or the By-Law concerning grading and drainage issues.
 - iv. Responsible for the enforcement actions, in conjunction with By-law Enforcement staff and/or Township Solicitor.
- r. Administers the Road Occupancy Permit (ROP) process, including the intake, review, and circulation of permit applications. Coordinates with internal departments to identify and resolve potential conflicts with municipal infrastructure and services. Provides technical comments to applicants, ensures

compliance with Township standards and applicable legislation, and issues final approvals. Maintains accurate records of permits, inspections, and related correspondence.

- s. Performs such other related duties as may be assigned.

6. Authority of Position

- a. Authority limited to direction given and to operating within accepted policies and procedures.
- b. Represents the Township for construction and development projects.
- c. May be required to provide supervision and direction to summer/co-op students.

7. Working Relationships:

- a. With the Director of Infrastructure and Development Services - Receives direction and guidance, as required. Provides advice and discusses projects, developments, plans and priorities. Refers new and unusual issues, as required.
- b. With Council - May be required to present capital project information or development information to Council or Committees.
- c. With Provincial Agencies - Exchanges information with outside government and public agencies regarding Capital and Development activities as required. Represents the best interests of the Township.
- d. With Other Staff Members - Usual cooperation and courtesy.
- e. With Public - Provides the public with information about projects, developments, policies, design guidelines, etc. while ensuring polite and tactful relations.

8. Knowledge, Skills and Qualifications:

- a. Minimum three (3) year Post Secondary School Diploma in Civil Engineering Technology, must have or be eligible to obtain a C.E.T. designation for OACETT or be registered as a L.E.T., P. Eng. or E.I.T. from PEO.
- b. Must have minimum three (3) years experience in site plan/subdivision development and/or municipal engineering design utilizing AutoCAD Civil 3D including field exposure to construction, contract administration and site inspections.

- c. Must be proficient with MS Office products and other typical office software systems.
- d. Effective office, time management and organizational skills.
- e. Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional. Maintains confidentiality.
- f. Possess and maintain a valid current "G" Drivers License. Maintains clean driving record acceptable to the Township's insurance carrier.
- g. Be competent within the meaning of the Occupational Health & Safety Act.
- h. Be compliant with all provisions of the Ontario Occupational Health and Safety Act that are related to "Duties of a Supervisor" and "Duties of a Worker."
- i. Have effective project management and communication skills (oral and written), and the ability to effectively work in a team environment and with consultants, contractors, developers, co-workers, and the public.

9. Working Conditions:

- a. Work is split between a public office environment and attending on site locations throughout the municipality. There may be some exposure to inclement weather, noise, dust and physical hazards when visiting job sites.
- b. Work is subject to tight deadlines, shifting priorities and frequent interruption.
- c. Several kilometers of traveling required to meet the demands of the position.
- d. The use of a privately owned vehicle may be required when Township vehicles are not available
- e. 35 hours per week, Monday – Friday. May be eligible for the Compressed Work Week Program. There may be some additional hours related to project completion, ensuring deadlines are met and attendance at evening meetings.

10. Impact of Error:

- a. Typographical, drafting or data entry errors if unnoticed could change the meaning of a plan, document, letter, report, etc. which could cause misunderstanding, delays and costs for the Township.

- b. Mechanical and clerical errors could be traced and corrected after delay and duplication of effort.
- c. Incorrect information could lead to poor decisions and recommendations with respect to capital projects and development review.

11. Wage Grid Level:

- a. Grade 14