



**Employment Opportunity
Capital Projects Technologist
(C.U.P.E. Local 1785-01)**

Public Works and Recreation

Permanent Full Time

Job Rate: \$40.99 per hour (35 hours/ week)

Reporting to Manager of Capital Projects the Capital Projects Technologist will provide project management and technical engineering support for the Public Works and Recreation Department, primarily related to the delivery and implementation of capital projects, including planning, design, construction administration, contract management, budgeting, scheduling, and stakeholder coordination.

Primary duties include, but are not limited to:

- Plan, coordinate and manage capital projects from budget approval through design and to completion of construction to ensure completion on schedule and within the approved budget allocation.
- Prepare terms of reference, requests for proposal and tender documents for capital infrastructure projects and review submissions for compliance and accuracy
- Inspect capital infrastructure projects, provide contract administration services and address construction issues as they arise.
- Coordinate with external consultants for the preparation of designs, tender documents, inspections, contract administration and technical studies, reviewing and providing feedback on all submissions.
- Maintain and update inventory of municipal infrastructure for asset management plan.
- Prepare and support the update of annual asset management planning compliance
- Investigate and document all issues reported by Council, staff, residents and agencies and where feasible, ensure corrective action.
- Coordinate the environmental assessment process.
- Review engineering designs for capital projects, to ensure compliance with applicable standards and criteria.
- Research, recommend and support the preparation of grant applications. Prepare audit reports required for approved grants.
- Assist the Director/ Manager by investigating and preparing estimates for review and participating in special project assignments that will support effective decision making in the resolution of financial and operational issues.
- Investigate, analyze, review and address inquiries regarding engineering or capital project issues for residents, businesses, applicants, consultants, contractors, outside agencies or other stakeholders. Provide information or provide and implement recommendations to resolve the inquiries.
- Represent the Public Works and Recreation Department at meetings, internal and external committees.

- Prepare reports and presentations for Council and Committee.
- Assist in the preparation of the annual capital budgets.
- Consult with stakeholders, including Council, other Township departments, property owners, residents, regulatory authorities, utility companies, etc.
- Review invoices and payment certificates by addressing change orders, reviewing for accuracy and ensuring contractual obligations are met.
- Provide day-to-day training and technical guidance and task coordination to the engineering summer student conducting sidewalk and road sign inspections for regulatory compliance, including assigning work, reviewing inspection results and monitoring progress.
- Undertake responsibilities of the Public Work Technologist, as needed.
- Perform other duties as assigned.

Qualifications:

- A three-year college diploma in Engineering Technology
- Certified Engineering Technology (CET) designation with The Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or working towards a designation
- A minimum of five years of experience in project management, engineering design review for municipal infrastructure, tender preparation, construction inspection, contract administration and customer service. Experience with municipal procurement or preparing engineering designs will be considered an asset.
- Equivalent combination of education and experience may be considered
- A valid Ontario Class 'G' driver's license is required
- Municipal experience is considered an asset

Skills and Competencies:

- Strong computer application skills in Excel, Word, PowerPoint, GIS, and Bluebeam
- Excellent analytical and mathematical skills
- Proficient in reviewing engineering drawings and technical specifications for constructability, quantity take-offs and technical accuracy
- Excellent communication skills, both written and verbal
- Capable of working under pressure and handling multiple concurrent projects, establishing priorities and meeting changing deadlines
- Ability to work independently with minimal supervision
- Flexibility to work beyond normal hours of work including evenings for Council and Committee meetings and when workload dictates
- Strong planning, time management and problem-solving skills
- Knowledge of Occupational Health and Safety Act and Regulations, Ontario Provincial Standard Specifications and Drawings, Ontario Traffic Manual, Ontario Highway Traffic Act, Accessibility for Ontarians with Disability Act, O.Reg. 406/19 On-Site and Excess Soil Management, O.Reg. 588/17, Asset Management Planning for Municipal Infrastructure and other relevant regulations.
- Knowledge of Township and Departmental programs, services, policies and procedures.

The successful candidate must provide, prior to commencing employment:

1. A satisfactory current drivers abstract
2. A satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Please submit a cover letter and resume outlining current experience, background and education. The application must be received in writing to the Human Resources Department, no later than 4:30 p.m. on **Thursday September 10, 2026**. Replies should be addressed to Robyn Hulowski, Manager of Human Resources at resumes@scugog.ca.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).