



**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, contract management, construction administration, inspection, budgeting, scheduling, and stakeholder coordination.

The position is also responsible for the administration and oversight of the Crossing Guard Program, including program coordination, staffing, training, scheduling, and operational compliance.

Primary duties include, but are not limited to:

- Plan, coordinate and manage capital projects from budget approval through design to completion of construction to ensure completion on schedule and within the approved budget.
- 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 document and address construction issues as they arise.
- Coordinate with projects with consultants for the preparation of detailed designs, tender documents, contract administration, inspection and technical studies, review for constructability, quality assurance and quality control.
- Support the update of the annual asset management plan in compliance with O. Reg 588/17
- Investigate and document all issues reported by Council, staff, residents and agencies and where feasible, and facilitate 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 reflectivity sign inspections for regulatory compliance, including assigning work, reviewing inspection reports and monitoring progress.
- Undertake responsibilities of the Public Work Technologist, as needed.
- Ensure compliance with provincial legislation, municipal bylaws, and occupational health and safety requirements relating to the crossing guard program.
 - Recruit, hire, onboard, and train crossing guards.
 - Schedule and assign guards to crossing locations.
 - Manage attendance, leaves, vacancies, and emergency coverage.
 - Conduct performance evaluations and address employee relations issues.
 - Coordinate recognition and retention initiatives.
 - Conduct site inspections and safety assessments of crossing locations.
 - Investigate incidents, complaints, and near misses.
 - Implement corrective actions and risk mitigation measures.
 - Maintain training records and safety documentation.
- Perform other duties as assigned.

Qualifications:

- A three year college diploma in Engineering Technology
- Certified Engineering Technologist (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 critical thinking 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 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 **Friday September 18, 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).