



JOB DESCRIPTION

POSITION TITLE: Public Works Technician

REPORTS TO: PUBLIC WORKS MANAGER

CATEGORY: FULL TIME PERMANENT (40 hours per week)

WAGE: \$32.22/hr - \$37.70/hr

UPDATED: 2026

POSITION SUMMARY:

The Public Works Technician provides technical, administrative, and operational support to the Public Works Department of the Township of Stone Mills. This position assists in the planning, coordination, inspection, and documentation of municipal infrastructure projects, including roads, bridges, drainage systems, waste sites, pits, and quarries.

The Technician connects field operations with administration by ensuring accurate record keeping, regulatory compliance, contractor coordination, asset management updates, and responsive customer service. This role supports informed decision-making, budget control, and long-term infrastructure planning to protect municipal assets and serve the community of Stone Mills efficiently and safely.

MINIMUM QUALIFICATIONS:

Education:

- Post-secondary diploma or degree in Civil Engineering Technology, Environmental Technology, Geomatics, or a related field.

Experience:

- Experience in a municipal, infrastructure, or public works environment is an asset.
- Relevant experience gained through co-op placements, internships, or field practicums will be considered.

Licenses & Certifications:

- Valid Ontario Class 'G' Driver's License in good standing.
- Traffic Control certification (Ontario Traffic Manual Book 7) is an asset; willingness to obtain is required.
- WHMIS certification is an asset; willingness to obtain is required.

SPECIFIC SKILLS, ABILITIES AND KNOWLEDGE:

- Understanding of municipal infrastructure construction and maintenance practices.
- Ability to interpret engineering drawings, specifications, and contract documents.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Familiarity with GIS software (Esri ArcGIS preferred) or willingness to learn.
- Familiarity with asset management software (Cityworks preferred) or willingness to learn.
- Awareness of Ontario Provincial Standard Specifications (OPSS) and Minimum Maintenance Standards (MMS), O. Reg. 239/02 is an asset.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively within a team environment.
- Strong organizational skills and attention to detail.

KEY RESPONSIBILITIES AND DUTIES:

Asset Management & Infrastructure (55%)

- Collect, verify, and maintain infrastructure condition data within the Township's asset management system (Cityworks).
- Conduct field inspections and condition assessments of roads, bridges, culverts, drainage systems, and related municipal infrastructure.
- Maintain and update GIS mapping layers and spatial data using Esri ArcGIS.
- Maintain accurate inventory records for municipal infrastructure assets.
- Identify and prioritize service requests (e.g., drainage concerns, road deficiencies, signage issues), document findings, and determine appropriate follow-up actions.
- Recommend minor field adjustments within approved project scope and budget parameters.
- Support the preparation of asset management plans, capital project planning, and budget documentation.

Regulatory Compliance & Reporting (30%)

- Assist with regulatory reporting and compliance monitoring for roads, waste sites, pits, and quarries in accordance with applicable legislation, including:
- Minimum Maintenance Standards, O. Reg. 239/02
- Aggregate Resources Act
- Environmental Protection Act
- Municipal Act, 2001
- Occupational Health and Safety Act (OHSA)
- Track and manage permits, licenses, and regulatory approvals, ensuring deadlines are met and documentation is current.
- Maintain organized records of inspections, reports, and compliance documentation.
- Support contractor coordination to ensure work is performed in compliance with approved permits, specifications, and applicable provincial standards.
- Assist with the preparation and submission of required reports to provincial ministries and regulatory agencies.
- Refer significant compliance issues, contract disputes, or matters involving liability risk to the Public Works Manager for direction and resolution.

Fleet & Equipment Support (10%)

- Maintain and update fleet and equipment records including Automated Vehicle Location (AVL) data, fuel consumption records, and preventive maintenance logs.
- Assist with scheduling and tracking of fleet maintenance activities to support operational readiness.
- Ensure all fleet and equipment records are accurate, complete, and up to date.

Other Duties (5%)

- Perform other duties as assigned by the Public Works Manager.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

The Public Works Technician works closely with the Public Works Manager, Public Works field staff, and other municipal departments including Finance and Planning. This is an individual contributor role with no supervisory responsibilities.

External

Taxpayers/ratepayers, vendors, provincial ministries, Conservation Authorities, other municipalities, and agencies..

WORKING CONDITIONS:

The Public Works Technician operates in a hybrid office and field environment. Approximately 70% of working time is spent in the field, with the remaining 30% in an office setting. Field work involves active construction sites, municipal roadways, waste sites, pits, quarries, and other municipal facilities across the Township of Stone Mills.

The incumbent is required to wear personal protective equipment (PPE) at all times while in the field, including CSA-approved safety boots and reflective clothing. The role involves occasional exposure to noise, fumes, dust, hazardous materials, and variable outdoor weather conditions.

Physical requirements include a combination of frequent sitting and standing, regular walking, and occasional climbing and lifting. Tools regularly used include computers, field documentation equipment, and measuring instruments.

The position requires regular travel throughout the Township to conduct site inspections, attend meetings, and support project coordination activities.

HOURS OF WORK:

The normal hours of work are Monday through Thursday, 6:30 a.m. to 5:00 p.m., totaling 40 hours per week, in accordance with Township of Stone Mills policy.

Overtime potential is low. Where applicable, overtime will be calculated and banked as straight time in accordance with Township policy.

COMPENSATION & BENEFITS:

- Comprehensive benefit package
- OMERS pension plan

Interested candidates are requested to submit a cover letter and resume by 11:59 PM, Sunday, September 6, 2026, with a cover letter clearly marked "**Public Works Technician**":

Please send to:

Township of Stone Mills
Jason White, CAO
4504 County Rd 4
Centreville, Ontario
K0K 1N0
Email: careers@stonemills.com

[Careers | Township of Stone Mills](#)

We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.

The Township of Stone Mills is an equal opportunity employer committed to inclusive barrier-free recruitment and selection process. If you require this document or correspondence in an alternate format, please contact the above noted contact for accommodation.