

Senior Design Technician – 2 Regular Full Time, 1 Contract

Engineering Services Department

**Working for the
City of Burlington**

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include flexible working hours, and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

**Job Requisition
Number**

JE0000000864

Employee Group

CUPE Local 1540

Employment Status

2 x Full Time Permanent, 1 x Contract

Type of Vacancy

Existing Vacancy

Hours of Work

35 hours per week

Salary

\$73,438 - \$91,798 (CUPE 1540 4s)

Contract Length

For the contract position, the length of the contract is 12 months.

Department

Engineering Services

Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of City Hall, located at 426 Brant Street, Burlington, Ontario. Work location is subject to change at the discretion of the City due to operational demands. The City will be moving toward a requirement for all staff to be on site at least 50% of the time each month in the near future.

Position Overview

This position is responsible for the functional design, co-ordination, detailed design, and the preparation of contract drawings of various municipal Capital Works projects, including roads, storm sewers, sidewalks, intersections, multi-use pathways, streetscape, parking lots, etc.

We thank all applicants and advise that only those to be interviewed will be contacted.

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Responsibilities

This position:

- Produces detailed municipal road and infrastructure designs, adhering to design principals, as well as City, Provincial and Canadian standards.
- Analyzes overland drainage flows to ensure continuity of drainage for designing storm sewers.
- Using Engineering design software, imports and manipulates survey data points to create a digital terrain model for the creation of horizontal and vertical alignments, ground profiles, and cross sections used to calculate cut/fill volumes and material quantities.
- Works as part of a project team and may be responsible for, or assist with, project co-ordination with other municipalities, Region of Halton, utilities, developers, conservation authorities, provincial, and federal ministries or agencies. Prepares plans, drawings, and technical data for approval applications and related cost sharing plans.
- Visits sites during different construction phases. Meets on site with property owners, agencies, and contractors. Assist in resolving design issues that arise during construction.
- Prepares and assembles contract construction drawings and edits/revises the final drawings to reflect as constructed conditions.
- Prepares various design options for, and participates in, Open Houses, Public Meetings, and Environmental Assessments for assigned projects. Responds to public input.
- Provides technical support in reviewing development and site plan submissions and detailed engineering design submissions to ensure they conform to present and future road and infrastructure requirements.
- Prepares preliminary Assessment Rolls for Local Improvement.
- Incorporates sub-consultants' work into final designs.
- Prepares reports, presentations and drawings for Council.
- Prepares preliminary designs and cost estimates for current and forecasted projects.
- Responds to customer requests for engineering information on a rotating customer service role for the section.

Requirements

You have a 3-year diploma from a community college in civil engineering, with emphasis on design and drafting skills. Designation as a Civil Engineering Technologist (CET) through OACETT is an asset. You also have a minimum of five (5) years of experience, preferably at a municipal level, with proficiency in the use of AutoCad, LDDT, and ArcView.

To be successful in this role, you have strong communication and interpersonal skills. It will be important to build a rapport with colleagues and contractors and explain complex technical information in an easy-to-understand way. You effectively prioritize and organize your work to meet deadlines and pay close attention to details to ensure accuracy in your designs. You are also able to make decisions without having all the information readily available. This position may require occasional travel between sites and/or City facilities and must provide own transportation.

Posting Close Date

March 2, 2026

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How to Apply

External Applicants: please visit www.burlington.ca/careers. Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

Internal Applicants: current employees must apply for positions through the Jobs Hub application on your City Workday account.

Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: hr@burlington.ca if you require accommodation to ensure your equal participation in the recruitment and selection process.

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