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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Technologist, Municipal Engineering

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$77,210.85 to \$96,513.06

Vacancy Reason: Permanent Replacement

Closing Deadline: March 24, 2026

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

The Technologist, Municipal Engineering is responsible for the review and management of lot grading, drainage, and municipal servicing plans in conformance to Town's engineering criteria, standards, by-laws, and good engineering practice. This role performs site inspections for grading, drainage and connections to municipal services and assesses and resolves design related issues and complaints. The Technologist, Municipal Engineering provides technical and inspection support for Town led design and construction projects and assists in the preparation and tracking of project minutes, schedules, construction site notes, invoicing and change order requests.

Responsibilities

- Reviews and comments on lot grading, drainage plans and municipal service connections for conformance to Town Engineering Design Standards. Conducts site inspections for compliance with excavation and pool permits, yard access and utility cut permits and recommends the release of associated security deposits.
- Receives, documents, investigates, and responds to inquiries and concerns from the public, contractors, utilities, and other stakeholders related to contracts, agreements and construction projects and resolves deficiencies in municipal infrastructure where required.
- Supports the development of designs, scopes of work, cost estimates, engineering drawings, contract documents and tender documents for projects.
- Assists the Construction Administrators in the delivery of capital projects including undertaking inspections and overseeing contractor work onsite, preparing and maintaining field notes, utilizing field and recorded data, preparing and updating construction schedules, monitoring progress reports submitted by field staff and updating schedules as required.
- Checks plans, permits and other technical documents to ensure conformance to various regulations and standards.
- Supports tracking and data collection for road, culvert, sidewalk, water, wastewater, and stormwater infrastructure inventories.
- Aids with the procurement of consulting and contract services and assists with management of engineering consultants, professional and contract services.
- Assists in maintenance of Town's municipal infrastructure database and GIS systems, including data collection, verification, and input, analyzing data, and making recommendations for present and future construction projects.
- Evaluates and recommends Letter of Credit requirements and reduction/releases as required/appropriate, including making site visits and conducting inspections, as necessary.
- Prepares payment certificates, invoices, purchase order requisitions and change orders as required.
- Processes invoices including gathering necessary documentation and coding for

authorization and payment, investigate and resolve discrepancies, liaise with accounts payable regarding any issues/concerns.

- Provides project management support for capital projects including but not limited to preparing project charters, attending meetings, communications, reviewing schedules and invoices and documenting deficiencies.
- Performs other related duties as assigned that are in accordance with job responsibilities or necessary Division/Department and Corporate objectives.

Qualifications

- Successful completion of a three (3) year community college diploma in Civil Engineering Technology, Environmental Engineering Technology, Construction Engineering Technology, or equivalent.
- Certified or eligible for certification as a Certified Engineering Technologist (C.E.T.) by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- One (1) to three (3) years related experience performing design for municipal services, AutoCAD drafting, topographical survey, and site inspections.
- One (1) to three (3) years related experience in survey and inspection related to grading, drainage, and municipal engineering services installation. Municipal related experience considered an asset.
- Thorough working knowledge of construction survey instruments, techniques and AutoCAD.
- Ability to read and interpret plans, specifications, diagrams, and charts. Ability to make arithmetical and field calculations as required.
- Experience with Microsoft Office Suite and knowledge of CityView and Oracle would be considered an asset.
- Working knowledge of design for municipal services: roads, watermains, sanitary and storm sewers and stormwater management.
- Knowledge of infrastructure planning, engineering design, project management and construction.
- Experience in procuring consultant/contractor services and in assisting with managing consultant/contractor contracts.
- Ability to deal courteously and effectively with the public, staff, utilities, contractors, and consultants.
- Ability to effectively communicate verbally and in writing, including preparation of memos, reports, presentations, and notices.
- Flexibility/availability to work after hours, including overtime, special events, emergencies, and meetings as required.
- Reliable vehicle to use on corporate business and valid class "G" driver's license, in good standing.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted

through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.