

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

The Operations Technologist is a diversified role that reports to the Supervisor of Operations Support and provides support to the Operations Branch of the Community Infrastructure & Environmental Services department. This position will coordinate and support initiatives related to ensuring compliance with the new Consolidated Linear Infrastructure Environmental Compliance Approvals (CLI ECA). Additionally, this position will administer Road Occupancy Permits (ROP) and Municipal Consents (MC) and will provide technical support to ensure compliance with applicable legislation and best practices related to Roads, Stormwater, Water, Wastewater, Solid Waste Management, and Streetlights. In addition, this position will support various programs and activities including, but not limited to, infrastructure locates, streetlight repairs, winter maintenance, sampling, data entry and analysis, research, GIS mapping, responding to customer service requests, and continual improvement initiatives. The position provides support and technical assistance with procuring supplies, equipment, and services as well as developing Council reports and developing workplans and operational programs.

Qualifications and Requirements:

- College diploma or university education in Civil Engineering Technology, Environmental Technology or related discipline (engineering, sciences).
- Eligibility for, and willingness to obtain the Certified Engineering Technologist (C.E.T.) designation from the Ontario Association of Certified Engineering Technologists and Technicians (OACETT)
- Previous municipal government or equivalent experience in Municipal Operations
- Experience in contract preparation, procurement, and contract administration or equivalent
- Experience in research, data entry, and customer service
- Experience or knowledge in Roads Operations, Stormwater Management, Water/Wastewater Operations, or Municipal Operations
- Familiar with Town By-laws, regulations/legislation, and best management practices related to the position
- Excellent organizational and problem-solving skills
- Proficient with MS office including Word, Excel, PowerPoint and various other computer programs
- Working knowledge of applicable health and safety regulations and legislation
- Valid Province of Ontario class G driver's license

Salary Range: \$75,457 - \$88,779 annually

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is March 26, 2023

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.