



**The Corporation of the
TOWN OF RENFREW**

ENGINEERING TECHNICIAN

The Town of Renfrew is located in the County of Renfrew and is less than an hour from Canada's capital. Renfrew is a community of 7,600 residents and is the commercial hub of the area, serving a rural and small town population base of over 30,000 in Eastern Ontario and Western Quebec. The Municipality invites applications for the position of Engineering Technician.

QUALIFICATIONS

- College Diploma in Civil, Environmental, or Construction Engineering Technology
- Three (3) years of practical experience.
- Excellent verbal and written communication skills.
- Strong organizational and interpersonal skills.
- Highly competent in the use of computers (Windows, Microsoft Office Suite - Word, Excel, Access, PowerPoint).
- Experience with AutoCAD and Geographic Information Systems (GIS) would be considered an asset.
- A valid Ontario Drivers Permit (require Class G).

POSITION RESPONSIBILITIES

Reporting to the Director of Development & Works, the engineering technician will be an important non-union member of the Development and Works team. The department is responsible for municipal public works, engineering, waste management, building and plumbing services, and land use planning. This demanding position will require a highly organized individual who is able to cope in a fast-paced environment.

DUTIES:

Assisting the Director of Development & Works with developing scheduled maintenance programs, department policies, capital program and annual budget, prepare plans, review engineering submissions and contract documents, research and prepare tender documents in conjunction with capital purchases, construction inspection, investigating complaints, identify deficiencies and respond to residents and maintain infrastructure records.

The above generally describes the duties involved with the Engineering Technician position. However, municipal work is varied in nature and therefore, the incumbent will be required to perform duties in addition to the above from time to time as directed by the Director of Development & Works.

SALARY RANGE: **\$42,861 - \$57,148** (based on 2008 Salary Grid)

The Town offers a comprehensive benefits package. Applications will be accepted until 4:00 p.m. on **May 8, 2008**. Interested candidates are invited to submit a cover letter and resume in confidence, clearly marked: No faxes or e-mails please.

"Competition - Engineering Technician"

Michel J. Asselin, P.Eng

Director of Development and Works

Town of Renfrew

127 Raglan Street South, Renfrew, Ontario K7V 1P8