



March 25<sup>th</sup>, 2021

**JOB OPENING: permanent position**

**TECHNICAL COORDINATOR – CIVIL ENGINEERING  
TECHNICAL SERVICES - ENGINEERING  
DEPARTMENT**

**NATURE OF THE WORK**

The incumbent of this position assumes various responsibilities of a technical nature in the field of contract management, civil engineering. The incumbent performs various tasks related to the establishment and control of budgets for the various projects under his/her responsibility. The incumbent has a certain degree of autonomy and must show initiative in the research and development of the files assigned to him/her; he/she conducts various studies, prepares reports and coordinates certain activities governing the components under his/her responsibility.

**EXAMPLE OF TASKS PERFORMED**

- Drafts tender documents for contracts related to the areas under his/her responsibility, such as various municipal contracts for the maintenance of municipal infrastructures, mainly, but not limited to, specifications for sewer maintenance (cleaning, television inspection, etc.).
- Participates in the establishment of budgets and oversees the control of expenses related to the various projects under its responsibility. Drafts various reports and estimates.
- Reviews utility modification and construction projects; consults cadastral plans, verifies property lines, locates encroachments; produces reports to this effect.
- Issues obstruction permits, occupying public property in accordance with Town regulations.
- Follows up on utility trenching permits and performs billing.
- Ensures the enforcement of the regulations governing the components under its responsibility.
- Manages contracts under his/her responsibility and performs work supervision.
- Prepares various plans and sketches as required.
- Analyzes and responds to requests and complaints regarding the components under his/her responsibility.
- Responds to various questions from interested parties related to its field of activity.
- Carries out various studies concerning the components under its responsibility.
- Prepares the necessary reports for the various claims.



## REQUIREMENTS AND QUALIFICATIONS

- Hold a college diploma (DEC) in civil engineering technology or a related field.
- Possess two (2) years of experience in a job that allows the incumbent to become familiar with the field of employment.
- Bilingual (French and English)
- Must have a valid driver's license;
- Must use own vehicle;
- Good Knowledge of Word, Excel and Autocad software;
- Good knowledge of relevant by-laws and their enforcement, principles of geomatics, the drafting of quotations, and estimating and evaluating the cost of work.
- Demonstrates a good sense of synthesis and analysis;
- Have a highly developed sense of customer service;
- Know how to execute several mandates simultaneously;
- Possess the sense of organization and know how to set priorities;
- Be able to develop and exercise certain controls and monitoring;
- Writes clear and concise reports.

## CONDITIONS AND BENEFITS

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- The salary ranges from \$26.83 and \$38.33 per hour;
- A car allowance;
- A stable schedule of 35 hours per week from Monday to Friday;
- Insurance;
- Defined benefit pension plan;
- Vacation, floating holidays and sick leave;
- On-the-job training.

## PLEASE NOTE:

Applications will be accepted until **Wednesday, March 31<sup>st</sup>, 2021, 4:30 pm**. The interested candidates should send their curriculum vitae to Roxane Gaudreau, Human Resources Consultant, by e-mail at [humanresources@town.mount-royal.qc.ca](mailto:humanresources@town.mount-royal.qc.ca), mentioning the contest number **2021-10**.