



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

ENGINEERING TECHNOLOGIST – TRANSPORTATION PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Engineering Technologist – Transportation is a member of the Engineering Division within the Infrastructure Services Department, reporting directly to the Manager of Engineering. The Engineering Technologist – Transportation provides engineering review and technical support on transportation safety, traffic control and capacity, active transportation and micro-mobility, and transportation planning related to the Township's transportation network. The position is also responsible for coordinating transportation capital projects, implementing the Township's Speed Limit Policy and Technical Approach (including annual reporting and the implementation of traffic calming measures), completing warrant analyses for stop signs, traffic signals, and pedestrian crossings, and reviewing engineering designs to ensure conformance with safety and design standards.

Key Major Responsibilities

Duties include but not limited to:

Technical Support

- Carries out responsibilities according to the principles expressed in the corporate mission, vision and values statements that are contained in the corporate strategic plan.
- Provides technical reviews and recommendations related to transportation engineering codes, standards, and best practices on municipal infrastructure projects.
- Assists with the review and design of active transportation and mobility facilities, with emphasis on ensuring that the Township's transportation network is designed and configured to be safe and accessible for persons of all ages and abilities.
- Assists with traffic signal programming and adjustments to enhance safety for all road users and optimize multi-modal traffic flow.
- Designs, coordinates, and inspects pavement marking, traffic control, signing, and construction detours.
- Develops educational materials regarding traffic control devices and strategies to enhance motorist, pedestrian, and cyclist safety. Recommends road-related design, safety and operational improvements for approval.
- Investigates public concerns/complaints through traffic engineering and operational studies.
- Researches best practices and makes recommendations to management. Coordinates implementation of approved recommendations, and monitors to determine effectiveness.
- Identifies problem locations through road safety network screening processes using traffic counts, speed data, collision history, and public input. Prepares countermeasures to increase safety at problem locations.
- Completes warrant analyses for stop signs, traffic signals, and pedestrian crossings.
- Represents the Division in meetings with utility groups, contractors, and other stakeholder groups to coordinate and address traffic operational and road safety requirements for road construction projects.

- Collaborates with management and project managers on construction projects, and coordinates modifications to traffic control signals to optimize construction detours.
- Discusses approvals, work schedules, agreements, installation standards, procedures, and negotiates on projects with staff from external agencies. Has contact with the public to provide information and follow up on traffic safety concerns/issues.
- Prepares reports to resolve safety and operational issues (e.g., traffic control signal installations, roundabout installations, traffic calming, speed limits, heavy trucks, parking/stopping), for management review/approval.
- Works with procurement to develop contracts for services (e.g., traffic counts, education programs, intersection studies), including selection process.
- Maintains electronic signage. Troubleshoots and arranges for servicing, as required.
- Ensures compliance with applicable legislation and regulations including the Public Transportation and Highway Improvement Act, the Accessibility for Ontarians with Disabilities Act, the Ontario Traffic Manuals, the Transportation Association of Canada Guidelines, and other codes/ standards.
- Prepares requests for proposals for engineering services in accordance with corporate purchasing policies.
- Works with the Manager of Engineering and the Managing Director of Infrastructure Services on the review and updating of municipal standards and design specifications.
- Assists with budget preparations for the Township's Asset Management Plan and 10-year capital forecast.
- Prepares sketches, drawings, and specifications for various municipal improvements.
- Prepares reports and presentations to Township Council and Advisory Committees.
- Reviews and comments on Traffic Impact Studies.
- Maintains current knowledge of engineering concepts, procedures and technologies with training and development through courses, seminars and selected reading.
- Responsible, as an employee, for occupational health and safety.
- May require flexibility of work hours as well as overtime.
- Performs other duties as assigned and/or required.

Project Management/Capital Works

- Provides direction to multi-disciplinary teams in all phases of transportation-related capital projects and special studies.
- Ensures projects are delivered on schedule, within scope, and within budget in accordance with Township policies and standards.
- Oversees and evaluates the work performance of external service providers (i.e. consultants and contractors) with respect to quality standards, construction specifications/drawings, project timelines and scheduled tasks, and budget.
- Represents the Township and participates in capital works construction site meetings.
- Responds to public inquiries related to transportation projects and special studies.
- Reviews and approves external service providers invoices and construction payment certificates.

Resident Concerns, Speed Limits, Traffic Calming Measures, and Parking:

- Receives transportation safety concerns from members of the public and ensures details are logged in the Township's database.
- Reviews concerns and implements safety improvements, in accordance with the Township's Annual Speed Limit Review and Traffic Calming reporting process.
- Develops solutions to urgent safety concerns and implements them in a timely manner.
- Reviews posted speed limits in accordance with the Township's Speed Limit Policy and Technical Approach and implements speed limit changes accordingly through updates to the Speed Limit Bylaw.

- Provides technical expertise and input related to the Township's Traffic Calming Policy.
- Assists in identifying and implementing Community Safety Zones and supports implementation of Automated Speed Enforcement.
- Supports parking assessments and makes recommendations to ensure required levels of service are achieved.

Minimum Qualifications and Requirements:

- Diploma from a recognized College of Applied Arts and Technology in Engineering Technology and eligibility for full membership in the Ontario Association of Certified Engineering Technicians and Technologists.
- At least 5-years' experience in the field of transportation engineering/ technology with expertise in traffic engineering, active transportation and micro-mobility, construction, and contract administration.
- Working knowledge of the Ontario Traffic Manual and the design of active transportation facilities.
- Organizational and time management skills.
- Strong communication skills in all media.
- Ability to prepare and give presentations with clarity and purpose.
- Ability to think and act corporately.
- Ability to work in a fast-paced team environment and independently.
- Working knowledge of AutoCAD, ESRI, and Microsoft Office.
- Must hold a valid Class 'G' Driver's License and have access to a vehicle.

Annual Salary: \$78,820 - \$88,661 (2025 salary range)

How to Apply: Interested applicants are invited to submit ONE document, including a Resume (cover letter optional) in MS Word or PDF format by email to careers@centrewellington.ca by September 14, 2025, at 11:59 p.m. Please quote job posting 2025-49 in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.