



Job Posting 26-12

Engineering Technician

The Town of Cobourg is seeking a permanent full-time Engineering Technician in the Engineering Department. Under the direction of either the Manager, Infrastructure Planning or Manager, Major Capital the Engineering Technician is responsible for providing assistance with the facilitation of the Town's Asset Management Plan, Long Range Infrastructure planning studies, development plan review and inspection/contract administration of all development related construction, and the full cycle of capital project work including design preparation and/or review, tender preparation, contract administration and inspection.

The Engineering Technician is responsible to interpret and enforce the Town's Engineering Standards, relevant municipal by-laws and other applicable law by reviewing plans and permit applications, issuing permits, conducting site inspections and responding to public inquiries.

REPORTS TO: MANAGER, INFRASTRUCTURE/MANAGER, MAJOR CAPITAL

MAIN RESPONSIBILITIES:

- Review permit applications (ie. Curb cuts, road occupancy, lane restrictions, etc.) and ensure all pertinent drawings, specifications and reports are submitted and approved prior to conducting inspections.
- Conduct routine site inspections of all engineering capital construction projects including roads, sidewalks, sanitary sewers, storm sewers, and stormwater management facilities to monitor construction progress and enforce compliance with engineering plans and standards as well as municipal by-laws.
- Provide contract administration services throughout capital construction works by reviewing material testing results, CCTV video, reports, payment certificates, change orders, letter of credit reductions, cost estimates, etc.
- Undertake related inspections to ensure compliance with engineering standards, municipal by-laws, Ontario Provincial Standard Specifications and Drawings, approved contract drawings and tender documents.
- Keep accurate records of inspections and progress of work in case of legal inquiries.
- Notify the engineering Manager and the owner/contractor of any deviations from the approved plans and any specific problems arising from site inspections.
- Correspond regularly and meet with contractors, and/or consultants as necessary.
- Conduct regular site visits of public and private stormwater management facilities and prepare annual monitoring/maintenance reports to comply with Ministry of the Environment, Conservation and Parks Environmental Compliance Approval requirements.
- Review and provide comment on capital design plan submissions and attend regular progress meetings with consultants.
- Assist in the preparation of engineering capital design plans, quantity takeoffs, specifications / tender preparation, cost estimates, contract administration, and inspection.
- Reviewing, advising, and processing of MC's (Municipal Consent) applications for utilities and overseeing works to ensure compliance with conditions of permit.
- Attend and assist with site visits to address resident concerns about private storm water drainage and other issues.
- Provide assistance in the preparation of requests for quotes and proposals for capital works, long range infrastructure planning studies, and asset management related activities.
- Assist in the evaluation of engineering consultant proposal submissions.
- Assist in preparation of display materials and attend public open houses/meetings related to proposed capital works projects.
- Collaborate with Planning Staff to ensure that the Town's GIS and asset management plan is up to date with all approved development infrastructure works (in progress, maintenance, assumed/completed).
- Correspond with developers, consultants and general public on technical enquiries related to existing infrastructure and on-going capital works.



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- Assisting with grant program reporting by tracking of capital works expenditures.
- Assist the Manager to track and report engineering project progress vs budget expenditure.
- Knowledge of various By-laws and how they are applied to construction / maintenance.
- Participate in the review and revision of various engineering documents such as the fees and charges rates, permits, design standards, policies, procedures, etc.
- Assist with facilitating condition assessments and inventory collection to inform the Town's Corporate Asset Management Plan.
- Stay current and provide input on tools and software that will allow for more advanced administration and analysis of the Town's assets and asset management processes as part of continuous improvements.
- Review and contribute to updates to the Town of Cobourg Engineering Design Guidelines.
- Stay current with applicable Town by-laws, Provincial and Federal Standards and Regulations as well as engineering best practices.

WORKING CONDITIONS:

- Involves office location and physical work in the field during all kinds of weather. Often required to conduct inspections in wet weather to check for drainage issues.
- Forty (40) hours a week as per the CUPE Local 25 collective agreement.
- Ability to communicate effectively with Members of Council, all levels of staff, various levels of government and the public in a professional manner.
- Carry an appropriate communications device to respond to Departmental situations in a timely manner.

EDUCATION/EXPERIENCE/SKILLS:

- OACETT member or eligible for OACETT membership.
- Civil Engineering Technician or Technologist, minimum two (2) year college diploma in the Engineering field.
- Minimum of three (3) years experience is required in engineering design, plan review, and/or construction specific to municipal works including roads, sewers, and stormwater management.
- Knowledge of general construction practices, and operations / maintenance of roads, sewers, and stormwater management facilities is required.
- Knowledge of Ontario Provincial Standards and Ministry of the Environment, Conservation and Parks (MECP) standards is required.
- Experience with AUTOCAD is an asset.
- Experience in construction inspection specific to municipal works including roads, sewers, grading, and stormwater management facilities is an asset.
- Knowledge of concrete, aggregate, and asphalt testing is an asset.
- Knowledge of Ontario Traffic Manuals is an asset.
- Experience with surveying and GIS are an asset.

WAGE:

The wage scale for this position is as per Schedule B Inside Workers of the Collective Agreement - Grade 8A: \$34.59 - \$43.23 per hour.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than April 7, 2026 at 4:00PM. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.