



100 John West Way
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L4G 6J1
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TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES

Division of Human Resources

Administrator, Construction Projects

Permanent, Full-Time

\$77,209 to \$94,757

Reporting to the Municipal Engineer, this position is responsible for the day-to-day field supervision of the construction and installation of Municipal Engineering Services for Town initiated and/or developer controlled projects. Responsibilities include contract administration, site services inspections, management of testing programs (i.e. soils/asphalt/ pressure/leakage), verifying and recommending progress payment/change order/Letter of Credit reduction requests, coordination of site preparation work (including survey work and associated design) and responding to and/or resolving construction related problems.

To be considered for this opportunity you must possess formal academic training in Civil Engineering Technology, accompanied by Provincial Government training and certification in related construction/inspection/installation courses along with professional accreditation or eligibility for same in the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.) You will have a minimum five (5) years of experience in survey, inspection and contract administration work related to municipal engineering services installation. You will have thorough working knowledge of construction survey instruments and techniques as well as AutoCAD design. You are able to deal courteously and effectively with staff, utilities, contractors and the general public, using sound communication skills. You demonstrate excellent organizational, project management, report writing, analytical and problem-solving skills. You also have a strong comprehension of applicable Health and Safety regulations and principles, and practical knowledge of the safe operation of related equipment. A valid Class "G" Driver's License in good standing and reliable vehicle to use on corporate business is required.

Police Criminal Record Check and Drivers Abstract Requirements

Successful applicants to this position will be required to provide a Police Criminal Record Check and a Drivers Abstract that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **June 14, 2019** quoting reference number **19-36**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.

Date Posted May 21, 2019