



Mississippi
Mills

EMPLOYMENT OPPORTUNITY ENGINEERING TECHNOLOGIST (2025-04) (CONTRACT POSITION UP TO 3 YEARS)

The Municipality of Mississippi Mills is located a short drive west of the Nation's Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's, and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

We are currently seeking an Engineering Technician to join our team. Reporting directly to the Director of Development Services and Engineering, the Engineering Technologist is responsible for reviewing development applications and providing input as part of the pre-consultation process for proposed development and assisting in the development of policies and procedures as it relates to the development review process. The position assists with the management of capital projects including the preparation of detailed designs, tenders, contracts and agreements and ensures coordination between development applications and capital projects. The position also provides input and assists with the management of long-range master plans.

Hourly rate of \$39.83 - \$48.95 (plus 6% in lieu of vacation)

Please note, this is a contract position with funding provided by an external agency. The length of the contract is not expected to exceed 3 years however, may be less depending on decisions made by the external funding agency, which the Municipality does not control.

The ideal candidate will possess:

- ✓ College Diploma in Civil Engineering or similar education and experience. A Civil Engineering Technologist designation would be considered an asset.
- ✓ Certified Engineering Technologist (C.E.T.) as designated by OACETT preferred or the capability of obtaining a C.E.T. Designation within 2 years.
- ✓ Three years related experience preferred.
- ✓ Working knowledge of computerized applications which assist engineering works such as GIS, Bluebeam, Adobe Pro.
- ✓ Surveying and inspection experience along with the ability to review engineering plans and studies.
- ✓ Understanding and knowledge of provincial engineering standards and regulations.
- ✓ Excellent written and oral communication skills.
- ✓ In depth knowledge of regulations, policies, and guidelines related to Municipal operations and infrastructure.
- ✓ Strong interpersonal skills working with members of the public, developers and applicants, external agencies and a variety of internal municipal departments.
- ✓ Experience and knowledge of Microsoft Office suite of programs including Word, Excel and PowerPoint
- ✓ Knowledge and experience with capital projects, the development review process, civil construction, tendering and contract administration. Excellent at planning and organizing projects.
- ✓ Valid Ontario Driver's License (Class G).

The Municipality of Mississippi Mills offers:

- OMERS Pension
- Professional Development Opportunities
- Employee and Family Assistance Program...and so much more

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#)

We invite qualified candidates to submit a detailed **resumé and cover letter** in confidence to Cyndy Woods, Human Resources at cwoods@mississippimills.ca. The email subject line should include your last name and the position you're applying for no later than **Noon on March 21, 2025**. We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups. If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we can assist you.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.