



Internal/ External Job Posting
Utility Locate Technician
Competition #2024- 03

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. Under the supervision of the Roads Supervisor the Utility Locate Technician completes utility locates for Town owned infrastructure in accordance with provincial regulatory requirements. This includes the completion of all utility locates for Town construction projects for all other privately owned infrastructure and act in the capacity as a designated locater for the municipality.

Duties include but are not limited to:

- Completes utility locates for Town owned infrastructure in accordance with provincial regulatory requirements.
- Acts in the capacity as a designated locater for the municipality and may do locates for privately owned infrastructure.
- Prepares all utility locate documentation required in accordance with regulatory requirements and provides in-field locate documentation to update the Town's GIS network in conjunction with the Asset Management Coordinator/GIS Technician.
- This position would also complete the bi-weekly road and sidewalk patrolling and any requested sanitary sewer camera inspections.
- Repairs and installs sanitary sewers, catch basins, and storm sewers. Performs minor maintenance tasks related to vehicles and equipment (i.e. greasing, oiling, changing cutting edges on blades and changing light bulbs). Assist Mechanic with repairs.
- Responds to complaints and requests for service from the public, Council, other Departments and Contractors.
- Conducts and Document seasonal road and sidewalk patrol (summer/winter).
- Issuance of parking tickets during winter operations.
- Other administrative duties as assigned by the Supervisor.

Required Qualifications:

- Secondary School diploma
- Minimum of three (3) years' experience as a utility locate technician preferred.
- Class DZ Driver's License.
- Bilingualism (English & French) would be considered an asset.
- Ability to operate multiple but related pieces of equipment.
- Ability to operate utility locate equipment.
- Requires good computer skills including word processing/spreadsheet software, internet and email programs, and related office equipment.
- Must have excellent interpersonal skills.
- Must have excellent organizational, verbal, and written communication skills.
- Must recognize when matters are confidential and exhibit discretion.
- Must have excellent interpersonal skills.
- Knowledge of Occupational Health and Safety related legislation and practices is required.

Compensation: The current pay for this position is \$25.87 – \$30.25 per hour, based on a 40-hour workweek. The Town offers a competitive benefits and pension package. This position is an unionized position with CUPE local 2380.05.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on January 29th, 2024**, to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.