

Operations Technologist – Transportation & Fleet Services (Job # 2025-068-IE)

Department:	Engineering & Public Works
Status:	Full Time, Permanent
Date Posted:	July 18, 2025
Date Closing:	August 1, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$86,728 - \$105,518 per year
Flexible Working Arrangements:	Yes
Vacancy Reason:	Replacement

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

The Engineering and Public Works team is looking for an Operations Technologists to support the Transportation and Fleet Services division. This position will work with our management team, other Operations Technologists, internal water and roads staff as well as external partners. As a high-functioning team, we celebrate our successes and are proud of the work we do together.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting to the Manager, the Manager, Transportation and Fleet. This position provides technical and operational support for activities in the Engineering and Public Works Commission ensuring compliance with applicable legislation, regulations, and quality standards in the areas of storm water collection systems, traffic and transportation, road maintenance, and municipal infrastructure inspection, replacement and rehabilitation. Supports and assists in the development, preparation, inspection and administration of operational and capital works contracts and projects. Administers approval and permitting processes for use of municipal infrastructure (storm water systems, road occupancy, encroachments, and utility locations). Reviews and provides comments for Development applications. Provides customer support to residents, local businesses and internal department and staff.

Qualifications and Requirements:

- Three (3) year Community College Diploma in Civil Engineering Technology or related discipline.
- Three (3) years of experience in municipal infrastructure design, construction, inspection and contract administration.
- Two (2) years of experience in municipal Public Works.
- Working knowledge of Employment Standards Act, Safe Drinking Water Act, Environmental Protection Act, Consolidation Linear Infrastructure , Environmental Compliance Approvals (CLI/ ECA), Highway Traffic Act, and related regulations.

- Ability to read and interpret civil engineering drawings, design calculations.
- Understanding of municipal engineering designs, drawing and specification.
- Proficient in Microsoft Office- Outlook, Word, Excel, Adobe, PowerPoint, AutoCAD and ESRI GIS.
- Excellent customer service, interpersonal, verbal, and written communication skills.
- Advanced interpersonal skills, with the ability to interact effectively with all municipal staff, elected officials, residents, developers, and other agencies.
- Effective organization skills: ability to prioritize, multitask and meet deadlines regularly.
- High degree of accuracy, attention to detail and record keeping skills.
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- Availability to attend evening meetings and/or work overtime to accommodate peak periods and workloads.
- Valid Ontario Class "G" Driver's Licence in good standing.

How to apply:

Please forward your resume in confidence by **August 1, 2025, at 4:00 p.m.**, identifying **Job # 2025-068-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.