

**October 4, 2024**

**JOB OPENING: permanent position (full time)**

**CIVIL ENGINEERING TECHNICIAN**  
*(Under revision)*  
**TECHNICAL SERVICES DEPARTMENT - ENGINEERING DIVISION**

**NATURE OF THE WORK**

Under the supervision of the Section Head - Engineering Division, the incumbent of this position assumes various technical responsibilities in the fields of geomatics and civil engineering, technical drafting, surveying, pavement design and traffic. The work involves conducting field surveys, creating and integrating geomatics databases, as well as designing plans and drawings for various projects, conducting various studies, and writing reports. In addition, the incumbent helps maintain the Town's geomatics information system.

**EXAMPLES OF TASKS PERFORMED**

**Civil engineering/Surveying section**

- Assists immediate supervisor with road design projects.
- Performs surveying operations, generates 3D topographic surfaces, and produces plans for submissions.
- Implements new sidewalk/pavement designs.
- Collaborates with superiors in estimating project costs.
- Ensures compliance of drawings.
- Performs calculations on quantities of material needed.
- Updates the Town's plans.
- Participate in the representation of the Town from land survey files.
- Participates in the training of occasional employees and trainees.
- Monitors construction sites.
- Participates in the delivery of permits (such as obstruction, occupancy and trench permits).
- Participates in the delivery of municipal consents.
- Carries out various studies concerning the components under his responsibility.
- Participates in the establishment of budgets and sees to the control of expenses relating to the various projects under his/her responsibility. Writes various reports and estimates.

### **Geomatics section**

- Administers applications dedicated to geomatics and coordinates the operations of people involved.
- Designs, implements, administers and updates geomatics databases.
- Participates in the elaboration, enhancement and development of new applications in geomatics.
- Produces thematic maps from geomatics data, integrates aerial shots and updates cadastral maps.
- Uses various measuring equipment, designs software and participates in the analysis of user needs.
- Writes specifications, maintains up to date technical documents and participates in the development of new geomatics applications.
- Communicates with the various people involved (such as Hydro-Québec, Bell, Énergir, etc.) to get their data up to date.
- Performs any other related tasks.

### **REQUIRED INSTRUCTION AND EXPERIENCE**

The successful candidate should meet the following conditions:

- ✓ Hold a Cegep diploma (DEC) in civil engineering or geomatics, or the equivalency (delivered by the *Ministère de l'Éducation du Québec*).
- ✓ Possess two (2) years of experience in a relevant field allowing the incumbent to become familiar with the position.

### **Good knowledge**

- In surveying, CAD, and geospatial data processing;
- Specialized software such as AutoCAD, Civil 3D, ArcGIS, Jakarto, JMAP, SIGMTL;
- Various measuring equipment such as total station, GPS, GNSS receiver, Trimble TDC150, and various other devices related to CADs.

### **Knowledge**

- Microsoft Office Suite;
- Technical drawing;
- Thematic mapping;
- CAD techniques and conventions;
- Databases;
- Geographic information systems;
- Methods of reproduction and classification;
- English\* and French, spoken and written.

\* Knowledge of English is a requirement due to potential interactions with the Town's citizens.

## Skills or Abilities

- Autonomy and ease to manage several tasks simultaneously while respecting deadlines;
- Ability to be versatile, can easily work in a team and have teaching skills;
- Excellent written and verbal communication skills in French and English;
- Exercise good judgement, tact and courtesy;
- Perform analytical work;
- Draft documents;
- Transmit information;
- Work with precision;
- Communicate verbally;
- Organizational and coordination skills.

## Other

Have a valid driver's license.

## CONDITIONS AND BENEFITS

The workplace is the Engineering Division of the Technical Services Department, located at 40 Roosevelt Avenue. The working schedule is from Monday to Friday, from 8:30 to 16:30. The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- A salary range between **\$38.33** and **\$50.10** per hour;
- A stable schedule of 35 hours per week from Monday to Friday;
- Floating holidays and sick leave;
- On-the-job training.

## PLEASE NOTE

Applications will be accepted until **Friday, October 25** at **16:30**. Interested candidates should send their curriculum vitae to Sandra Grenier by email at [humanresources@town.mount-royal.qc.ca](mailto:humanresources@town.mount-royal.qc.ca), mentioning competition number **2024-38**.



**Human Resources Department**  
**Town of Mount Royal**  
90 Roosevelt Avenue  
Mount Royal (QC) H3R 1Z5  
Tel. 514 734-2980 Fax 514 734-3082  
[humanresources@town.mount-royal.qc.ca](mailto:humanresources@town.mount-royal.qc.ca)

