

# EXPERIENCE REQUIREMENTS

OACETT's Admissions Committee uses the information from the job description, resume and professional reference questionnaires to assess your work experience. Therefore, it is important to provide thorough and precise information for the committee to accurately assess your experience.

## Job Description

A job description summarizes the duties of a position and states the essential responsibilities of the job. Members are encouraged to include a very **detailed list of the duties and responsibilities** in each job description submitted.

REFER TO:

- SECTION 1 – all applicants
- SECTION 2 – if you are self employed
- SECTION 3 – if you cannot obtain a job description
- SECTION 4 – sample job description

## SECTION 1 - Job Description Guidelines

The job description is a formal document and must be on company letterhead.

The information in the job description should fully demonstrate the competencies required for the position and include detailed roles and responsibilities.

**Your supervisor, manager or other responsible representative of the employer must attest to its current accuracy by including on each page their name, certification or licensure if applicable, title, signature and date of submission to OACETT.** This information must be clearly legible.

Your job description must include:

- a) Employment data:** List the company name, address, and contact information; name and title of immediate supervisor or other relevant reporting structure information; your name and title; and the specific date you began in the position including year/month/day. For prior roles, you must also include the date the position ended.
- b) Position summary or overview:** Provide an overview of the job including a summary of the functions, responsibilities, reporting level, autonomy and risk involved, and financial responsibility of the position including the scope of the projects or staff managed, if any.
- c) Specific details or duties of the position:** List details of the position in specific statements of activities, functions and responsibilities. You may want to highlight areas such as technical responsibilities, management/supervisory responsibilities, and communication responsibilities.

- d) **Education, credentials, skills and experience required for position:** List the minimum education necessary, any credentials required or preferred, and the amount of experience needed for the position.
- e) **Employer attestation:** Include the employer representative's name, certification or licensure if any, title, signature, and date of submission to OACETT **on every page**. The signature should be handwritten or added using a signature software such as Adobe.
- f) **Page numbers:** Include a page number at the bottom of each page.

## **SECTION 2 - Job Description if Self-Employed**

If self-employed, it is extremely important to provide full details of your competencies including the technical aspects as well as your management and leadership responsibilities. Prepare your own job description to match the requirements listed in Section 1.

You can include yourself as the representative in the employer attestation section.

You will be required to provide references of clients or customers that can verify your level of experience and knowledge in your role.

## **SECTION 3 – Unable to Obtain Job Description**

If you cannot provide a job description because extenuating circumstances prevent you from obtaining this document such as the situation in the country of employment, please contact the Registrar at [registrar@oacett.org](mailto:registrar@oacett.org).

## SECTION 4 - Sample Job Description

### ABC Engineering Services

123 Main Street,  
Toronto, Ontario M4B 2Y1

<b>Job Title:</b>	<b>Civil Technologist</b>
<b>Department:</b>	<b>Engineering and Works</b>
<b>Reports to:</b>	<b>Director of Engineering and Works</b>
<b>Job Description Date:</b>	<b>May 15, 2024</b>
<b>Candidate:</b>	<b>Richard Smith</b>
<b>Candidate's Starting Date in Position:</b>	<b>May 1, 2021</b>

#### Position Summary:

The Civil Technologist is a member of the engineering team reporting directly to the Director of Engineering and Works. The Civil Technologist is responsible for providing engineering review, approval and inspection of municipal services for site plan developments. The position is also responsible for the development of projects by managing the scope, schedule and budget from small fixed-cost tasks to larger scaled programs. This also includes inspecting project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards. Directing or participating in surveying to lay out installations and establish reference points, grades, and elevations to guide construction.

**Employer Representative Name:** John Q. Public, C.E.T.  
**Title:** Director of Engineering  
**Department:** Engineering and Works  
**Signature:**

*John Q. Public, C.E.T.*

**Date of Submission to OACETT:** June 1, 2024

## **Specific Duties and Responsibilities:**

### **Technical – 40%**

- Utilizes computer applications for the purpose of data collection/analysis.
- Provides design calculations
- Updates GIS and mapping systems using AutoCAD, ArcMap or similar applications
- Maintains the Tangible Capital Asset inventory database using applicable software applications.
- Reviews site plan applications, engineering drawings and agreements related to municipal services and external works
- Provides final acceptance of municipal services and security reductions.
- Undertakes investigations and prepare technical studies related to transportation engineering, traffic control, traffic signage, and by-laws related to traffic and vehicular control.
- Reviews and provides engineering comments and clearances on Planning applications, zoning amendments and minor variances.
- Project tools: MS Project, Excel
- Technical or software tools: AutoCAD, Civil3D, ArcMap, Site Vision, Terramodel, TORUS

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## Management – 40%

- Executes the planning and design of projects in accordance with the MEA Class Environmental Assessment process including coordinating, preparing for presentations at Public Information Centers, resolution of public and external agency concerns; preparation of Summary Reports and Environment Study Reports and report to Council on findings. Directs, oversees and coordinates Consultants working with these activities.
- Reviews, approves and administers Site Alteration and Fill Permits, municipal water and sewer service connection permits, driveway and entrance permits, road occupancy permits, and ROW utility location approvals.
- Reviews and approves site grading plans for subdivision lots, site plans, and in-fill building permits. Investigates and resolves drainage issues and complaints received related to site grading and municipal drainage.
- Responsible for completing traffic studies and counts, making recommendations, and preparing reports and associated by-laws regarding speed limits, traffic calming plans, parking restrictions, traffic control and traffic safety signage.
- Responsible for assigned minor capital works projects for municipal infrastructure including: asset condition assessments, budget preparation, obtaining regulatory approvals, tendering, construction supervision/quality control, and progress payments.
- Responsible for maintaining an inventory of Tangible Capital Assets and the required condition assessment inspections to develop a multiple year capital works program and asset management system for municipal infrastructure

## Communication – 20%

- Acts as the representative in dealing with the public, property owners, other departments, utilities, consultants, other levels of government, etc. on matters related to engineering projects including resolving/referring complaints and obtaining necessary approvals as required.
- Chairs and prepares minutes for meetings as required on engineering projects to ensure services are constructed in accordance with standards and specifications and/or resolves problems related to design/installation of services including interpretation and assisting inspectors or consultants in the enforcement of contracts.
- May represent the department on various working committees including, roads, sewers, water mains, lighting, traffic standards and material committee.
- Prepares technical memos, reports for Committee and Council, tender documents and specifications, and general correspondence as required

**Employer Representative Name:** John Q. Public, C.E.T.

**Title:** Director of Engineering

**Department:** Engineering and Works

**Signature:**

*John Q. Public, C.E.T.*

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### **Qualifications Required: Education, Credentials, Skills and Experience**

- Graduate of three-year post-secondary Civil Engineering Technology Program or equivalent
- Certification as a C.Tech. or C.E.T. with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
- Eight to ten years of municipal civil engineering technologist experience in a busy municipality
- Excellent interpersonal, time/project management, organizational, contract administration, analytical, recordkeeping, work prioritization, problem-solving, and staff development/supervisory skills
- Thorough working knowledge of project management/contract administration principles, practices and procedures, the Occupational Health & Safety Act and Construction regulations, Provincial Minimum Maintenance Standards for roads, the Highway Traffic Act and related pertinent legislation/regulations/guidelines, roads maintenance/operations standards and preventative maintenance/quality assurance practices.
- Computer experience includes Microsoft Office products and engineering software such as AutoCAD and ArcMap for GIS applications, asset management databases, and electronic work-order and service request systems.

**Employer Representative Name: John Q. Public, C.E.T.**

**Title: Director of Engineering**

**Department: Engineering and Works**

**Signature:**

*John Q. Public, C.E.T.*

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