

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 Guidelines

A job description summarizes the duties of a position and states the essential responsibilities of the job.

Outlined below in section 1 are clear guidelines explaining how to present your job description and what it should contain. If you are self-employed, see section 2. If you do not have a current job description, see section 3. Section 4 provides a sample job description for you to

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

Include as many of the sections below as possible. If information or specific details are missing, the admissions committee may not be able to give you as much credit as possible for your experience, or it may delay the review if we need to contact you for more information.

- a) **Employment data:** This section should precisely list the company name, address, and contact information; name and title of immediate supervisor or other relevant reporting structure information; and the specific date you began in the position including year/month/day.
- b) **Position Summary:** This section should provide an overview of the job including a summary of the functions, responsibilities, reporting level, autonomy and risk involved, financial responsibility of the position including the scope of the projects or department managed if any.
- c) **Specific Details of the Position:** Details of the position should be listed in specific statements of activities, functions and responsibilities with % of time spent on each. This section should group similar functions together. For example, group technical responsibilities together, management/supervisory responsibilities together; and finally communication responsibilities:

- i. Technical responsibilities and duties including any specialized knowledge of equipment, tools, and software needed.
- ii. Management or supervisory responsibilities including:
 - project management including contract negotiations
 - financial/budgetary management
 - direct reports, departments or teams, if any
- iii. Communication required on the job such as interaction with others both internal and external to the employer including such parties as colleagues, government, regulatory entities or the public.

For each of the above categories, provide an indication of the degree of risk and autonomy in the position providing details on the independence and judgement with which you carry out your duties, and how your work is verified or approved by others.

d) Education, Credentials, Skills and Experience Required for Position: The minimum education necessary, any credentials required or preferred, and the amount of experience needed for the position.

e) Employer Attestation: Employer representative's name, certification or licensure if any, title, signature, and date of submission to OACETT per page.

Members whose company job descriptions do not include this information should attach a dated addendum on company letterhead with the required information. Either you or your supervisor can prepare this addendum but your supervisor, manager or other responsible representative of the employer must attest to its accuracy by including their name, certification or licensure if applicable, title, signature and date of submission to OACETT on each page of the addendum. This information must be clearly legible.

2. Job Description if Self-Employed

If self-employed, it is extremely important to provide full details of your role in the company especially the technical aspects as well as your management and leadership responsibilities. Prepare your own job description including as many of the requirements listed in Section 2 as applicable.

3. No Current Job Description Available

If you cannot provide a current job description because you are not working at present, new to Canada, or not working in your field, send in a job description from a previous job related to engineering technology or applied science, including as much information as possible following the job description requirements listed in Section 2.

If you cannot submit any previous employer job descriptions, prepare a detailed account of your engineering technology or applied science skills and responsibilities including as much information as possible following the job description requirements listed in Section 2.

4. Sample Job Description for Senior Civil Technologist

Company letterhead

Job Title:	Senior Civil Technologist
Department:	Engineering and Works
Reports to:	Director of Engineering and Works
Job Description Date:	April 15, 2008
Incumbent:	John Smith
Incumbent's Starting Date in Position:	May 1, 2012

Position Summary:

The Senior Civil Technologist is a member of the engineering team reporting directly to the Director of Engineering and Works. The Senior 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.

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.
- Review 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

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, 2015

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

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

- Graduate of three-year post-secondary Civil Engineering Technology Program or equivalent
- C.E.T. certification 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.

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