



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Infrastructure Technical Analyst	Reports to: Technical Services Supervisor
Department: Engineering Services	Positions Supervised: 0
Effective: January 2020	Revised: January 2021

BASIC FUNCTION:

Reporting to the Technical Services Supervisor, the Infrastructure Technical Analyst is responsible for providing in-house technical and administrative expertise to support the department's efforts related to the management of transportation and drainage assets which comprise the County's road system.

PRINCIPAL RESPONSIBILITIES:

- Perform condition assessments of roadway infrastructure assets to support the development of the capital linear infrastructure programme.
- Assist with developing contracts and specifications for infrastructure asset management projects.
- Responsible for the lifecycle analysis, condition assessments and needs forecasts for Roads infrastructure assets.
- Develop asset priority ranking.
- Assist in the development of budget figures for various construction and maintenance activities.
- Assist with various construction projects and make suggestions for design changes, additions or deletions from the contracts.
- Coordinate consultants related to construction, maintenance and asset management activities.
- Research new products, procedures and technologies related to asset management practices.
- Maintain up to date records related to traffic counts, movement studies, accident reports and Roads assets.
- Maintain the asset management database in Citywide, to assist with decision making related to maintenance and construction of roads, bridges and appurtenances.
- Create, maintain and upgrade the various AutoCAD and GIS mapping requirements for Roads and Solid Waste.
- Coordinate contractors and summer students in maintaining up to date records related to traffic counts, movement studies, accident reports and Roads assets.
- Ability to execute the requirements of O. Reg. 588/17 for the County's transportation and drainage assets.

- Maintain the Roads section of the County's web-site, The Well and Municipal511.

PROBLEM SOLVING RESPONSIBILITIES:

- Generate accurate estimates for inclusion in the capital budget.
- Analyze and recommend appropriate benchmarking, performance measurements and best practices for County transportation and drainage assets.
- Decision making and analytical skills for asset condition and performance.

CONTACTS:

Internal: Roads, Solid Waste Services, Information Technology, Treasury and others involved with corporate asset management, and support staff.

External: Provincial and government ministries, conservation authorities, utilities, consultants and contractors, service providers, and suppliers.

MINIMUM QUALIFICATIONS:

- Three year college diploma in Civil Engineering Technology, Business Administration, Economics, Geographic Information Systems or a related field.
- Minimum three years of related experience or equivalent in municipal engineering and asset management.
- Certificate or Diploma in Asset Management from the Institute of Asset Management would be an asset.
- Certified Engineering Technologist designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) would be an asset.
- Proficiency in AutoCAD, ArcGIS, Microsoft Office, municipal engineering related applications and databases.
- Familiarity with Citywide Asset Management software would be an asset.
- Well-developed oral and written communication skills.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

OTHER:

Location: Administration Centre, 74 Woolwich Street, Guelph, Ontario.

Hours of work: 35 hours per week, Monday to Friday.