

Invites applications for the position of
Operations Technologist
Full-Time Permanent

The Town of Ingersoll is seeking an Operations Technologist for our Engineering Department to join our dynamic team. Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at www.ingersoll.ca.

Position Overview

This position is responsible for performing a wide range of tasks in support of various municipal construction projects. As an Operations Technologist, the incumbent performs specific duties as directed, including surveying municipal infrastructure (both above ground and underground), prepares detailed plans & drawings, construction specifications and cost estimates, and performs field inspection services for municipal construction projects.

Further, the Operations Technologist will undertake technical analysis and provide technical recommendations for land development applications under subdivision or site plan agreement and special development programs and conduct extensive field investigations/reviews to verify works were constructed in accordance with municipal standards, submitted plans and drawings from consultants and developers.

Key Performance Objectives / Responsibilities

Development Engineering Review, Inspection & Agreement Administration

- Conduct extensive field reviews of existing and proposed developments, site drainage and grading plans, storm water management plans, lighting and site services.
- Ensure construction complies with approved drawings, OPSS, County and Town of Ingersoll Standards.
- Reviews engineering drawings and provides technical comments for: site plans, subdivisions, site servicing/grading, building permit applications, lot grading certificates, official plan amendments, and zoning amendments through to implementation including plan registration for land development projects. Identify engineering requirements for easements, fencing, road widenings, municipal service extensions, stormwater management, noise abatement, Draft Plan approval conditions, and other servicing-related matters for inclusion in Subdivision and Site Plan Agreements.
- Provides feedback on municipal infrastructure to Asset Management/GIS staff for updating and maintenance of the GIS database
- Ensure that the necessary financial securities for servicing contracts are obtained; ensure that all necessary approvals and financial requirements are met prior to commencement of servicing work under subdivision or site plan agreements and special development and re-development programs

- Determine release or reduction of securities based on agreement compliance.

Capital Project Administration

- Provides inspection for the construction of municipal projects to ensure the contractor is complying with approved drawing and specifications, appropriate construction techniques, contract drawings, documents and OHS standards.
- Measurement of unit quantities and collection of construction field data during construction and completion of drawings for Town records and Contractor Payment

Planning, Committee & Council Support

- Prepare technical comments for Land Division Committee and Zoning By-Law Amendments, not limited to site plans, subdivisions and severances.
- Provide recommendations to the Manager of Engineering by conducting site inspections and reviewing drawings to confirm appropriate conditions.
- Provide recommendations to the Committee of Adjustment, through the Manager of Engineering by performing site inspections in addition to the review of drawings to confirm conditions to be imposed in accordance with the Committee of Adjustment decisions.
- Assist in the oversight of Municipal Works constructed under subdivision and site plan agreements and redevelopment projects.
- Liaise with developers, consultants, and contractors;
- Arrange and conduct site inspections with developers to ensure private land development projects are constructed per municipal standards and approved drawings prior to final assumption and release of security
- Prepare reports to Council as required.

Interdepartmental Agency & Stakeholder Coordination

- Liaise with internal municipal departments and external agencies (e.g., conservation authorities, provincial ministries, County public works departments) on grading, servicing, and development agreement matters.
- Provide responses to external legal firms regarding development agreement compliance.
- Represent the Building and Engineering Services Department at meetings and on committees as required.

Public & Stakeholder Relations

- Respond to inquiries, resolve complaints, and provide information on municipal development-related matters in the office and in the field.
- Act as a liaison between staff and the public at the building permit stage when servicing issues arise.

Special note: Overtime required from April to November depending on construction activities.

Qualifications

Education:

- Graduate of an accredited university or college in the field of Civil Engineering Technology
- OGRA Construction Inspector Course
- Certified Engineering Technologist, Civil discipline
- C.E.T. designation or eligible to obtain

Experience:

- 5 years related experience preferably in a municipal setting

- Experience with municipal and/or development engineering, specifically in road, sewer and watermain construction.
- Experience using software packages such as AutoCAD and other engineering related software are considered an asset.

Other Qualifications:

- Must obtain a satisfactory Police Criminal Record Check
- First Aid/CPR
- Valid Class G Province of Ontario driver's license
- Transportation Impact Study experience

Benefits

- We offer a competitive salary range of Level K: \$76, 474.31 - \$89, 463.41 yearly (based on 35 hours/week).
- There may be an option to work a 4-day work week seasonally.
- This position includes extended health benefits, Defined Contribution Benefit Pension Plan (OMERS), the Employee Assistance Program, generous paid time off including vacation and sick time, and so much more!

Application Instructions

To explore this exciting opportunity further, qualified candidates are invited to submit their application in confidence, to the attention of Monique Donmoyer no later than **March 1, 2026**.

Please email your resume to recruitment@ingersoll.ca

Monique Donmoyer

Human Resources Manager

Town of Ingersoll

130 Oxford Street, 2nd Floor

Ingersoll, Ontario N5C 2V5

Monique.donmoyer@ingersoll.ca

The Town of Ingersoll is an equal opportunity employer and will make accommodation available to applicants with disabilities upon request and throughout the entire recruitment process.

While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.