



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on site when the job alert function is functional again.

## Job Specification

**Position Title:** TECHNICAL SERVICES OFFICER  
**Job Code:** OPSEU - District Eng Service Officer, 12974  
**Job ID:** 16275

### Purpose of Position:

To provide technical and administrative support to the Technical Services Section for capital, maintenance, service and municipal projects; to fully coordinate utility relocations prior to capital highway projects through the proper application of legislation, policies, procedures, directives and processes.

### Duties/Responsibilities:

Under the supervision of the Technical Supervisor, the incumbent:

1. Performs responsible engineering support services by:

- Preparing contracts and local tenders, and estimates, for Area capital, services, municipal and maintenance projects such as surface treatment, selective resurfacing, winter sand, Managed Outsourcing, winter equipment, drainage improvements, aggregate production;
- Acting as inspector on contracts such as winter sand, crushed gravel, etc. as required;
- Preparing acceptance of work, certificate of substantial performance, performance reports and finalizing work;
- Providing alignment and grade revision layout for less complex Day Labour projects;
- Carrying out field investigations and/or surveys to recommend solutions and estimates of cost to maintenance problems;
- Preparing and submitting highway, road and equipment inventory;
- Assisting as required, in monitoring Areas removal of materials from Ministry pits;
- Attending field meetings to provide input to capital construction projects;
- Assisting in the preparation of the Area annual work plan and establishing an Area budget estimate for work projects and maintenance work, utilizing the maintenance work plans;
- Monitoring reports generated from IFIS, Capital Improvement Delivery, Payment Preparation Services and bringing discrepancies to attention of manager;
- Monitoring plant and providing input regarding preservation management projects.

2. Performs related administrative/clerical functions by:

- Maintaining fiscal control of contracts, projects and sundry funds on Regional / Area contracts by preparing Justification Reports, Project Values, Contract Award Summaries and In-Year Project Values in Capital Improvement Delivery;
- Verifying invoices and preparing progress and final payment certificates for all maintenance and capital expenditures (Minor Capital, Preservation Management, Facilities);
- Submitting data using a micro-computer terminal;
- Maintaining an inventory of construction forms and equipment;
- Maintaining approved filing systems, storing all contract and project documents;
- Other duties as assigned.

3) Performs utility relocation services by:

- Coordination of utility review, assessment and relocation due to activities by maintenance or capital construction proposal operations;
- Reviewing utility relocation plans and estimates with utility companies and Planning and Design staff/consultants to determine accuracy of estimate as it relates to Ministry utility relocation policies;
- Negotiating cost-sharing, in accordance with legislation, between Ministry and utility, issuing PMOs;
- Maintaining applicable documentation.

**Knowledge:**

- Job requires thorough knowledge of engineering principles relating to construction, maintenance, contract planning and design; construction and maintenance practices; and ministry standards, policies and procedures in order to prepare estimates and tenders, and administer contracts.
- Job requires sound knowledge of surveying and design theory to carry out field investigations and/or surveys in order to prepare less complex designs and perform minor field layouts.
- Job requires knowledge of ministry financial procedures in order to track and forecast expenditures for efficient budget management.
- Job requires knowledge of ministry administrative procedures in order to maintain records in complete and organized files.
- Job requires knowledge of ministry quality assurance practices/procedures to interpret test results for acceptance, rejection or price adjustment.
- Job requires knowledge of ministry procurement policies and procedures to ensure proper processes are followed.
- Job requires knowledge of commonly used software applications: Microsoft Word, Excel, Outlook, Internet Explorer and good knowledge of micro-computers in order to use Ministry developed software such as Capital Improvement Delivery, Payment Preparation Services, Contract Preparation System, Pre-Engineering Schedule, IFIS, WIN, etc.

**Staffing and Licensing Requirements:**

- Valid Ontario Class "G" license and acceptable driving record.

**Skills:**

Skills (Analytical/Coordinating):

- Job requires analytical and evaluation skills in determining the most viable options in carrying out highway construction and maintenance projects or utility relocations. Job requires analyzing and interpreting policies, procedures and legislation to ensure adherence to ministry policy and to resolve any ongoing field problems on contracts, installation matters or complaints. Job requires evaluation skills when reviewing estimates, proposals or work plans.
- Job requires excellent planning and organizational skills in order to determine work priorities and deliver services according to program schedules and pre-determined timelines such as the processing of invoices, releasing holdbacks.

Skills (Communication):

- Job requires excellent written communication skills in order to prepare contracts, correspondence (ie. letters, memos, reports), and complete forms. Job requires excellent oral communications skills in order to communicate effectively with the public, consultants, contractors, utility companies, municipalities, internal staff and other ministries to provide information, respond to inquiries, to explain ministry policies and to resolve issues.
- Job requires well developed interpersonal skills in order to deal with public complaints, liaise between consultants, ministry staff and utility companies regarding utility relocations and to resolve issues related to contractors work performance and contract requirements.

**Freedom of Action:**

- Job requires working in accordance with ministry procedural controls to deliver programs within specific time frames when issuing tenders.
- Job requires representing the ministry at public, municipal, utility, contractor, and consultant meetings.
- Job requires accurate and concise assimilation of documents ensuring that contractors have sufficient information to submit accurate and reasonable bids on local tenders and accurate forecasting of related financial requirements that may affect overall annual budgets. Inferior decisions and commitments could result in monetary loss to the ministry and contractors, contract delays and serious embarrassment to the ministry.
- Job requires referring unusual situations to supervisor, such as resolving disputes with contractors or scheduling of additional or unforeseen work. Recommendations and decisions are accepted subject to review for conformance to ministry policies, procedures and appropriate legislation.