



Job Ad

Organization:	Ministry of Transportation
Division:	Northwest Region Municipal Office - Thunder Bay
Position Title:	TECHNICAL SERVICES OFFICER
Job Term:	1 Permanent, 1 Temporary assignment/contract for up to 12 months with the possibility of extension.
Location:	615 South James Street, Thunder Bay, P7E 6P6, North Region
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$1,123.04 - \$1,369.33 per week*
Posting Status:	Restricted to OPS employees living or working within 125 Km of the work location
Job Code:	12974 - District Eng Service Officer
Schedule:	3
Category:	Maintenance and Trades
Job ID:	37207

If you have a varied and extensive background in road maintenance and construction, and are service oriented, then consider this opportunity to advance your career with the Ministry of Transportation.

In this role, you will:

- organize, plan and direct activities required to perform road, bridge and culvert construction and maintenance in the Unincorporated Areas, including Local Roads Board roads and 50/50 road agreements
- develop work programs for road construction and maintenance projects, in consultation with stakeholders
- carry out inspection on contracts to ensure contract quality and safety requirements are met and programs are delivered
- provide contract management and administration and technical support to contractors

What we are looking for:

Technical knowledge:

- demonstrated knowledge and experience in road construction and maintenance practices, standards, policies and procedures
- demonstrated knowledge and experience in contract administration, tendering, budgeting, forecasting and expenditure control
- knowledge of construction safety methods and practices

Analytical, decision-making and communication skills:

- proven analytical, evaluative and decision making skills to assess alternatives and recommend solutions, and the ability to provide direction to field personnel, contractors and ministry agents
- proven interpersonal and communication skills

Technical Skills:

- ability to read and interpret contract documents, plans, drawings and specifications
- demonstrated mathematical skills in order to complete accurate calculations and estimates and work program budgets
- ability to interpret and apply relevant legislation and provide advice

Other skills:

- computer skills and proficiency with word processing, spreadsheet and email software
- demonstrated planning, organizational and analytical skills

Mandatory Requirements:

- You have a valid driver's license to conduct field work and to travel to remote areas.

Posting Date: Thursday, July 7, 2011

Closing Date: Thursday, July 21, 2011 11:59 pm EDT

How to apply:

1. You must **apply online** from an OPS computer. You will not be able to apply from your home computer.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Remember: The deadline to apply is Thursday, July 21, 2011 11:59 pm EDT.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

N-MT-37207/11(2)

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**

*Indicates the salary listed as per the OPSEU Collective Agreement.