

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(ENGINEERING SERVICES – GEOMATICS & CORRIDOR MANAGEMENT - LOCATION - 100 KING ST W., FLOOR 2)**

**RESTORATIONS TECHNICIAN – CUPE 5167**

**SUMMARY OF DUTIES**

Reports to the Senior Project Manager, Corridor Management. Performs clerical, data entry and reporting functions associated with the preparations of technical reports. Maintains office records and database for road cut repairs, municipal consents and drawing management system.

**GENERAL DUTIES**

Perform data base and GIS entries into the Municipal Consent and Road Cuts database and GIS application. Perform site visits, mark out road excavations, take pre construction photos and issue verbal consents.

Resolve financial and construction issues relating to the Road Cut contract. Provide analysis regarding status of contract and works.

Assist with the preparation of contract documents, progress payment certificates, estimates and quantities

Receive and answer inquiries from the public, staff and other departments.

Oversee and instruct staff and train staff and employees.

Administer access licences to staff to view images of the Drawing Management Web.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

**QUALIFICATIONS:**

1. Demonstrated knowledge and experience in Civil Engineering normally acquired through post-secondary education in a specialized field such as Civil / Architectural with CAD/GIS courses.
2. Previous experience inputting data and maintaining databases, web sites and corporate record management solutions.
- 3 Demonstrated ability to add features to a GIS or web based mapping solutions
- 4 Preference will be given to candidates with previous and experience utilizing ESRI Suite products and/or Cityworks preferred.
5. Demonstrated experience in receiving and answering inquiries from the public, staff and other departments.
6. Demonstrated experience in resolving financial and construction issues relating to the road restoration contracts. Ability to provide analysis regarding status of contract of works.
7. Proven knowledge of Word, Excel and Access and able to input data at an acceptable speed.

8. Must be able to interpret engineering drawings.
9. Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and a point free driving record and or record found to be satisfactory to the City of Hamilton. This position requires a personal vehicle for use on the job.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

\*\*\*\*\*