



### Civil Engineering Technician

Are you looking for a new opportunity where you can be part of building the future in a growing community? If you are, East Hants is the place to be!

The Municipality of East Hants is an employer of choice offering diverse career growth, modern facilities, a fun and innovative continuous improvement culture, and a Flexible Work policy to promote work-life balance. The main Municipal office is located at the Lloyd E. Matheson Centre in Elmsdale, NS.

**Our team is growing and we are recruiting for a Civil Engineering Technician to join our team.**

Reporting to the Supervisor of Roads Operations, the Civil Engineering Technician is part of the team that is responsible for the maintenance and condition of Municipal Roads, Sidewalks, and Streetlights.

#### Responsibilities:

- **Service Contract Administration:** administer the service contract for snow clearing, construction & excavation services, and the installation of streetlights.
- **Customer Service:** Support and coordinate the investigation and resolution of service outage reports from the public.
- **Asset Management:** validate new assets, and ensure asset information is current and updated.
- **Safety:** to be a safety champion and ensure activities are completed according to recognized safety best practices.

#### Qualifications:

- Two (2) year certificate or diploma from a recognized Community College in Civil Engineering or equivalent.
- Related field with an engineering or surveying background, municipal experience preferred.
- Skilled communicator possessing keen interpersonal skills.
- Budgeting and contract administration an asset.
- Proficiency in MS Office Suite including Word, Excel, Outlook.
- Experience working with Financial software (i.e. SAP) and Computer Assisted Drafting (CAD) an asset.
- Comfortable using computer databases or drawing package.
- Knowledge of municipal engineering principles, practices and methods.
- Strong project support skills.
- Valid driver's license and access to a reliable vehicle required.

For a complete job description and information on how to apply, visit [easthants.ca/employment](http://easthants.ca/employment)

**Salary Range:** \$53,746 - \$67,183 /annually

**Open until filled**

If you require an accommodation to assist in the application process, please contact Human Resources at [jobs@easthants.ca](mailto:jobs@easthants.ca) or (902) 883-6216