



King is Hiring
Engineering Technician - Utility Coordinator
(Contract, 12 months)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Transportation, Utilities and Fleet Services the Engineering Technician – Utility Coordinator is responsible for the following:

- Reviews detailed design drawings, traffic control plans, insurance certificates, schedules, and supporting documentation submitted by applicants.
- Identifies conflicts between permits, Township works, and other approved activities and coordinate resolutions with internal staff and external stakeholders.
- Ensure required conditions, restrictions, and timelines are clearly communicated and enforced.
- Acts as the Township's primary point of contact for utility companies, contractors, consultants, developers, and internal departments regarding right-of-way permits.
- Coordinates with all internal stakeholders and external agencies to support safe and efficient work in the public right-of-way.
- Responds to public and stakeholder inquiries related to permits and construction impacts.
- Maintains accurate records of all permits, extensions, amendments, and related correspondence.
- Tracks permit status, expiry dates, revenues, and conditions to support reporting and claims defense.
- Supports inspections and follow-up related to permit compliance and restoration requirements.
- Assists with updates to permit processes, forms, workflows, and standard operating procedures.
- Supports digitization and system improvements related to permit tracking and reporting tools.
- Perform other related duties, as assigned, that are in accordance with job responsibilities or necessary departmental or corporate objectives.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Minimum of three (3) year Community College Diploma in Civil Engineering Technology or related field.
- Minimum of one (1) year of experience working in a municipal environment, preferably in Public Works, Engineering, Transportation, Utilities, or Right-of-Way administration.
- Working knowledge of the *Highway Traffic Act*, the Ontario Traffic Manual, the *Occupational Health and Safety Act* and all other applicable provincial legislation and municipal by-laws.
- Strong organizational skills with the ability to manage multiple permits and deadlines simultaneously.
- Effective written and verbal communication skills for working with the public, contractors, internal staff and external agencies.
- Proficiency with Microsoft Office and permit tracking or asset management systems.
- A valid class G driver's licence is required and access to a reliable vehicle to use on corporate business.
- Good written and verbal communication skills required.
- Ability to communicate effectively with the general public in a customer service environment.

Conditions of Employment:

- Office-based with periodic site visits to active construction or utility work locations.
- Exposure to field conditions including traffic, construction sites, and varying weather conditions.



- Work involves mental and visual concentration with some interruptions.
- Overtime may be required at various times of the year.
- Must be legally authorized to work in Canada.

Salary Range/Wage Rate: \$39.92 per hour (2026 rate)

Vacancy Disclosure:

This posting is intended to fill an existing vacancy.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on May 7, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit king.ca/employment for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.