



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

INSTRUMENTATION AND SYSTEM CONTROL TECHNOLOGIST PERMANENT, FULL TIME (1 EXISTING VACANCY, 35 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Manager of Water Services and Environmental Sustainability, this position is responsible for designing, implementing, and maintaining SCADA (supervisory control and data acquisition) systems and associated instrumentation across the Township. The Instrumentation and System Control Technologist will play a crucial role in ensuring the efficient operation and control of various water and wastewater processes by programming, configuring, and troubleshooting SCADA systems as well as provide technical support for the Township's SCADA infrastructure. The position is responsible for managing SCADA components of water and wastewater capital projects, including administration, review of the engineering specifications, coordinating installation, and commissioning the installation and programming of SCADA infrastructure.

Main Duties and Responsibilities

Technical Support and Project Coordination

- Provides recommendations for the implementation of SCADA and instrumentation capital upgrades, operational improvements, and preventative maintenance.
- Identify, develop, and make recommendations to support continuous improvements.
- Assist and review requests for proposals in accordance with corporate purchasing policies.
- Assists with budget preparations for the Township's Asset Management Plan and 10-year capital forecast.
- Contribute to development of proposals and budget estimates for Capital Projects.
- Acts as an informal technical liaison between the Township and consultants.
- Prepare, review, and comment on sketches, drawings, and technical specifications for various municipal improvements.
- Provides technical guidance to other team members and stakeholders through collaboration on projects that involve cross-functional teams.
- Contribute to reports to Township Council and Committees.
- Ensures compliance with applicable legislation and regulations including the Safe Drinking Water Act, Ontario Water Resources Act, Environmental Assessment Act, and Environmental Protection Act.
- Works in compliance with the Occupational Health and Safety Act, Township policies, procedures, and work practices to promote a safe and healthy workplace.

System Design and Development

- Develops an understanding of the water and wastewater processes to design the architecture of the SCADA system.
- Programs SCADA system software, configures the Graphic User Interface (GUI), creates data acquisition routines, implements alarm and event handling, and develops control logic to automate processes.
- Configures the database settings, defines data tags, and sets up logging and archiving parameters to ensure data integrity and accessibility.

- Establishes, designs, and commissions communication protocols to ensure secure data transmission.
- Responsible for the integration of PLCs (Programmable Logic Controllers), DCS (Distributed Control Systems), and MES (Manufacturing Execution Systems) to ensure smooth data exchange and interoperability.
- Performs routine and thorough testing of the SCADA system(s) to ensure functionality and performance through simulations to verify data accuracy and validate control actions.
- Oversees commissioning process(es) and ensures proper installation and functioning of the SCADA system.
- Troubleshoots and monitors SCADA systems for errors and/or malfunctions, identifying root cause, and implements corrective actions.
- Maintenance through regular system updates, patch installations, and performance optimizations as necessary.

Administration

- Maintains documentation for system configuration, network topology, programming code, changes made to the system, maintenance and repair activities, and calibration results.
- Generates reports on system performance, maintenance schedules, and equipment status.
- Manages inventory related to instrumentation and control systems, including tracking and ordering inventory, parts, tools, and equipment required for maintenance and repairs.
- Maintains records of stock levels, coordinates with suppliers, and ensures the availability of necessary inventory and resources.
- Communicates with vendors and suppliers to discuss technical specifications, procurements, and service contracts.
- Coordination with stakeholders to prioritize tasks, allocate resources, and plan maintenance activities to minimize disruptions to operations.
- Maintains compliance with all applicable regulations and industry standards including documentation related to inspections, permits, and certifications.
- Training and knowledge sharing including development and delivery of training materials.
- Participates in meetings, provides updates on ongoing projects, and collaborates with internal and external stakeholders.
- Develop and implement policies and best practices for SCADA and instrumentation related to water and wastewater systems.
- Liaises with external partners, including other municipalities, organizations, and government agencies, to share best practices and collaborate on joint initiatives.
- Attends and participates in relevant meetings, workshops, and conferences to remain current on emerging trends and best practices in the industry.

Other Duties

- Develops and delivers corporate and new staff training and orientation related to system standards and programs.
- Participate in all corporate training, meetings, and events as required.
- Performs additional duties and undertakes special projects as assigned or required.
- Carries out responsibilities according to the principles expressed in the corporate mission, vision and values statements that are contained in the corporate strategic plan.

Minimum Qualifications and Requirements

- Post-Secondary diploma in in Electrical, Automation, Control Systems Technology, or related field.
- Full membership in the Ontario Association of Certified Engineering Technicians and Technologists is considered an asset.
- Minimum of five (5) years of work experience in a related field, including progressive experience in PLC controls, programming and networking, instrumentation, and DCS.
- Municipal experience is considered an asset.
- Experience in project coordination or project management is considered an asset.
- Experienced in the installation, maintenance, repair, and modification of electrical, electronic and instrumentation equipment (including but not limited to PLCs, analyzers, transmitters, flowmeters, and

MCCs (mechanical control centre).

- Ability to read and interpret control schematics, specifications, and PID (process instrumentation diagram) control diagrams.
- Experience working with and programming Rockwell/Allen-Bradley PLCs would be considered an asset.
- Ability to program RTUs (remote terminal units), PLCs, and program various HMI (human machine interface) packages.
- Knowledge of and demonstrated ability in networking and SCADA Historians.
- Network security products such as VPN, firewalls, and intrusion detection.
- Familiar with tagging conventions, data logging and reporting, Boolean logic, and symbol convention.
- Ability to read design drawings and schematics for electrical supply, electronic and process control, and related equipment.
- Knowledge of water and wastewater treatment processes and process control as it relates to water system and sewer system design, operation and maintenance, and complex hydraulic systems including pumping, piping, valves, etc.
- Excellent time management, analytical, problem-solving, and research skills.
- Computer literacy and office administration skills with the ability to work in a dynamic environment.
- Strong documentation, communication, and records management skills.
- Strong attention to detail, organizational, and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Ability to work outside normal business hours and perform additional hours or standby duties as required.
- Must hold a valid Class 'G' Driver's Licence and maintain a clean driver's abstract.

Work Location: 205 Queen Street East, Fergus

Annual Salary: \$80,396 to \$90,434 (2026 salary range)

How to Apply: Interested applicants are requested to submit a **single document** that includes their cover letter and resume in MS Word or PDF format by email to careers@centrewellington.ca by **September 7, 2026 at 11:59 p.m.** Please quote job posting '2026-49' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted.

No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).