



Are you looking for a rewarding and exciting opportunity to make a difference with a great organization? Look no further!

Overview

As we move through a period of exciting transformation and organizational change, Professional Engineers Ontario (PEO) has an immediate opening for **contract Experience Assessment Officers**.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

Experience Assessment Officers are responsible for assessing the experience and qualifications of P.Eng. licence applicants and making recommendations on licensure approvals.

Responsibilities

- Perform a detailed review of the submitted materials and assess the quality of engineering experience, ensuring fairness and consistency of process throughout the assessment based on established guidelines and standards.
- Determine whether the applicant should be recommended for licensing.
- Provide documentation on the assessment and decision process for review of the applicant, professional engineer referees, and the Experience Requirements Committee (ERC).
- Document the assessment and decision process in the database to ensure files and metrics on approvals are up to date.
- Inform unsuccessful applicants on further options for licensure and next steps.
- Collaborate with other Experience Assessment Officers to ensure quality control, with the regular review of application approvals.
- Provide guidance to applicants, respond to inquiries, provide information and confer with referees professionally and courteously.
- Verify that applicant files and referee statements are complete and contain the necessary documents to proceed with the assessment. Follow up to obtain additional resources as required.

Specialized Skills and Knowledge

Knowledge of:

- The Professional Engineers Act, Ontario, and Regulations relating to the experience requirements for licensure
- The practice of professional engineering
- PEO's licensing policies and procedures
- Experience using database software (Aptify an asset).

Skills include:

- Strong adaptability to change



- Professional demeanor in communicating with applicants and referees
- Clear and effective written and verbal communication
- Attention to detail and thorough attention to quality in reviewing applicant experience
- Positive outlook in working within a team and independently
- Consistency and objectivity of process to ensure the fair and ethical review of all applications
- Analytical problem-solving skills
- Diplomacy and conflict resolution when outcomes are challenged

Qualifications:

- Post-secondary degree in engineering, business, public administration or related field
- P.Eng. designation an asset
- Technical knowledge of at least two engineering practice areas
- Minimum 4 years of professional experience.

If you are interested in this role, please forward your resume and cover letter (including salary expectations) to peocareers@peo.on.ca by July 15, 2022.

PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

We thank all applicants in advance for your interest in our organization and advise that only those candidates selected will be contacted.