



Technical Services Representative

Location: Mississauga, Ontario (Hybrid/Office & Travel Throughout Ontario)

Job Type: Full-Time, Permanent

About Concrete Ontario

Concrete Ontario is the voice of Ontario's ready mixed concrete industry. We represent producers, suppliers, and industry partners across the province through technical leadership, advocacy, education, certification, and promotion of concrete as the preferred building material.

We are seeking a motivated and technically knowledgeable **Technical Services Representative** to join our team. This position offers a unique opportunity to work directly with industry leaders while supporting technical programs, certification initiatives, member services, education, and industry outreach across Ontario.

Position Summary

Reporting to the Director of Technical Services, the Technical Services Representative provides technical expertise and support to Concrete Ontario members and industry stakeholders. The successful candidate will play a key role in delivering certification programs, technical education, specification development, and industry promotion while representing the Association on committees and at industry events.

This position combines technical knowledge with relationship building, requiring excellent communication skills and a passion for supporting Ontario's construction industry.

Qualifications

Required

- Degree in Civil Engineering, Civil Engineering Technology, Construction Engineering Technology, or a related discipline
- Minimum two years of experience in the concrete, construction, or civil engineering industry
- Valid Ontario Class G driver's licence with the ability to travel throughout Ontario
- Excellent written, verbal, and presentation skills
- Strong organizational and time management abilities
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook)

Preferred

- Strong knowledge of concrete materials, mix design, production, placement, and testing
- Familiarity with CSA standards, Ontario Provincial Specifications (OPSS), and concrete industry best practices
- Experience with concrete quality control, inspection, or certification programs
- Experience presenting technical information or delivering training programs
- Understanding of the Ontario construction industry and municipal infrastructure market
- Professional Engineer (P.Eng.) designation or Certified Engineering Technologist (C.E.T.) designation is considered an asset

Key Responsibilities

The Technical Services Representative will:

- Provide technical support and guidance to Concrete Ontario members and industry stakeholders

- Administer and oversee the Association's Plant Certification and Truck Certification Programs
 - Conduct plant visits, audits, inspections, and certification activities throughout Ontario
 - Develop and deliver technical presentations, training courses, certification programs, and educational seminars
 - Support the development and maintenance of industry specifications, technical documents, and best practice guides
 - Build and maintain strong working relationships with producers, contractors, consultants, municipalities, government agencies, and industry partners
 - Represent Concrete Ontario on technical committees, working groups, standards committees, and industry organizations
 - Assist with technical research, industry initiatives, and marketing activities that promote the use of concrete
 - Contribute technical content for member communications, publications, newsletters, and educational resources
 - Maintain a strong working knowledge of applicable Occupational Health and Safety legislation and Association policies
 - Travel regularly throughout Ontario to support members, conduct site visits, and attend meetings and events
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What We're Looking For

The ideal candidate is:

- Passionate about the concrete and construction industry
 - A confident communicator who enjoys working with people
 - Comfortable presenting to both technical and non-technical audiences
 - Self-motivated and able to work independently while contributing to a collaborative team
 - Professional, approachable, and committed to delivering exceptional member service
 - Interested in continuous learning and staying current with industry developments
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What We Offer

- Competitive salary based on experience (80,000 – 95,000 per year)
 - Monthly Vehicle Allowance
 - Comprehensive benefits package
 - Employer-supported professional development
 - Opportunities to work with industry leaders across Ontario
 - Flexible work environment
 - A collaborative and supportive team culture
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How to Apply

Please submit your **cover letter and resume** by **August 17, 2026**.

Email: cricher@concreteontario.org

Subject Line: Technical Services Representative Position

Applications will be treated in strict confidence. We thank all applicants for their interest; however, only those selected for an interview will be contacted.