



JOB DESCRIPTION

Job Title: **Engineering Technologist I**
Direct Supervisor: Director of Development Services
Hours: Full-time (as per CUPE Agreement)
File Reference: 07-2560-02

Affiliation: CUPE 374
Salary: \$35.12/Hr (2017 Rate)
Date Approved: April 2017

Position Summary

Reporting to the Director of Development Services, this position is responsible for assisting in the planning, design, financial control of engineering projects and the on-going co-ordination of various programs such as the infrastructure asset management system, related to municipal engineering infrastructure. Work may include the supervision of contractors, co-ordination of work activities with public and private utilities, developers, and regular contact with community representatives, elected municipal officials, and members of the public. Some latitude for the use of independent judgment and initiative is required in all phases of the work.

Nature & Scope of Work

1. Supervises and directs contractors to ensure municipal standards and infrastructure work objectives are effectively and efficiently met.
2. Proactively assists in planning improvements to the District's infrastructure to meet short and long-term goals of the District's master plans.
3. Assists in the preparation of the District's five-year financial planning process; prepares progress payments, estimates cost and relative project priorities, resulting in project selection for inclusion in the five-year plan.
4. Assists in preparing request for proposals, contract documents, and tender documents.
5. Reviews and accepts construction plans for development proposals submitted to the municipality for approval; reviews and accepts infrastructure construction.
6. Participates in the review and updating of engineering department policies and procedures when required.
7. Inspects infrastructure construction and maintenance works to ensure compliance with related District contracts, bylaws, standards, and policies.
8. Assists in the investigation of the District's capital projects; performs survey work, data collection, computer drafting, cost estimating, modeling and analysis.
9. Assists in the management of consultants engaged by the District in the development of infrastructure plans, engineering studies/reports and the design and construction of capital works projects.
10. Assists with the infrastructure asset management system.
11. Reviews and approves permit applications for work within District right of ways.
12. Responds to enquiries and provides technical advice to both internal and external clients including the public, contractors, consultants, and other government agencies.
13. Actively participates in the District emergency program and is available to respond to after hour emergencies.
14. Performs other related duties as required.

Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently with some direction, to establish and maintain effective working relationships with employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters as required.

3. Ability to work well under pressure and to a deadline.
4. Ability to work varied hours as necessary to meet the requirements of the position.
5. Ability to research techniques as required, and the ability to access and use information and statistics.
6. Knowledge of business English, spelling, and language.
7. Familiarity and proficiency with Microsoft Office, Auto-CAD, and Database and Engineering Application programs.
8. Knowledge of GIS would be an asset.
9. Knowledge of adopted District document management practices.
10. Knowledge of the operations and functions of other District departments.
11. Working knowledge of related municipal legislation, i.e. *Local Government Act, Community Charter*.
12. Some knowledge of asset management, budgeting, estimating, and costing procedures.
13. Working Knowledge of and skills in planning and design; contract administration would be considered an asset.
14. Knowledge of engineering practices, methods, techniques and equipment used in municipal engineering, planning, analysis, design, construction and operation.
15. Knowledge of terminology, methods, techniques, practices, materials and equipment use in road, underground infrastructure, subdivision and site planning.
16. Strong written and verbal communication skills.
17. Ability to effectively read and interpret information, present numerical data in a resourceful manner, skillfully gather and analyze information and ability to present to the public and Council.
18. Excellent organizational skills.
19. Some supervisory skills and ability to direct contractors.
20. Demonstrate proficiency in the core competencies of:
 - a) Adaptability: Willingness to be flexible in a changing environment
 - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
 - c) Effective Communication: Communicates effectively with others
 - d) Problem Solving: Recognizes and acts to resolve problems
 - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
 - f) Customer Focus: Provides excellent service to both internal and external customers

Training & Experience Requirements

1. Completion of Grade 12 or recognized equivalent, supplemented by a Diploma in Civil Engineering Technology program from a recognized institute of technology and eligibility to be registered as an Applied Science Technologist in BC.
2. Two (2) years' prior job related experience in a similar position or an equivalent combination of training and experience.
3. Valid B.C. Class 5 Driver's Licence.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Brent Blackhall
Acting Chief Administrative Officer

Date