



JOB DESCRIPTION

Job Title: **Engineering Technologist II**
 Reports To: Manager of Engineering and Infrastructure
 Pay Grade: 7

Affiliation: CUPE Local 374
 Hours per Week: 35
 Approval Date: NOV 7, 2022

Position Summary

Reporting to the Manager of Engineering and Infrastructure, this position is responsible for 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, contract tendering, 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. Considerable latitude for the use of independent judgment and initiative is required in all phases of the work.

Nature and Scope of Work

1. Supervises and instructs the work of contractors to ensure municipal standards and infrastructure work objectives are effectively and efficiently met.
2. Proactively plans improvements to the District's infrastructure to meet short and long-term goals of the District's master plans.
3. Participates in 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. Administers and prepares request for proposals, contract documents, and tender documents.
5. Reviews, and accepts construction plans and identifies legal documentation required for development proposals submitted to the municipality for approval; reviews and accepts infrastructure construction to ensure compliance with related District contracts, bylaws, standards, and policies.
6. Reviews and updates engineering policies and procedures when required.
7. Inspects infrastructure construction and maintenance works.
8. Investigates 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/approves permit applications for work within District road right-of-ways and works to ensure compliance with related District contracts, bylaws, standards, and policies.
12. Responds to enquiries and provides technical advice to employees, 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, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.

2. Ability to maintain confidentiality of matters at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge of business English.
6. Supervisory skills and ability to direct and energize technical employees and contractors.
7. Thorough familiarity and proficiency with Microsoft Office Online, records management application, land management application, Database and Engineering application programs, and the ability to learn other software systems as required.
8. Working knowledge of adopted District document management practices.
9. Working knowledge of the operations and functions of other District departments.
10. Working knowledge of related municipal legislation, including *Local Government Act*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act (FOIPPA)*.
11. Working Knowledge of asset management, budgeting, estimating, and costing procedures.
12. Extensive knowledge of engineering practices, methods, techniques, and equipment used in municipal engineering, planning, analysis, design, construction, and operation.
13. Extensive knowledge of terminology, methods, techniques, practices, materials, and equipment use in road, underground infrastructure, subdivision, and site planning.
14. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
15. Strong interpersonal skills and written and verbal communication skills.
16. Excellent organizational and time management skills.
17. Excellent team building skills.

Training and Experience Requirements

1. A diploma in Civil Engineering Technology.
2. Must be able to obtain and maintain registration as an Applied Science Technologist (AScT) in BC.
3. A minimum of five (5) years' related engineering experience including three (3) years of related experience within a municipal government.
4. A valid Class 5 BC Driver's Licence and a current Driver Abstract.
5. A satisfactory Police Information Check.

The previous statements reflect the general duties considered necessary to describe the principal 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:



Jeff Carter
Director of Operations



Don Schaffer
Interim Chief Administrative Officer

Nov. 3, 2022
Date

7 November 22
Date