



Engineering Technologist/Technician Level 1 to 3 Job Description

NATURE AND SCOPE OF WORK:

Reporting to the Manager of Engineering, the Engineering Technician contributes to the effective operation of the Engineering Department by assisting the Manager and other Engineering Staff in the technical and administrative work related to the completion of a variety of Engineering activities and projects, which requires a degree of independence and sound professional judgement. This position also supports the Development Services Department and Public Works Department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

GENERAL DUTIES AND RESPONSIBILITIES:

- Acts as one of the primary points of contact for initial front counter, phone, and email enquiries and complaints from the public, contractors, consultants and other government agencies regarding the City's engineering regulations and processes, and development application requirements related to engineering. Provides assistance in response to inquiries from the public, developers, contractors, consultants, or other agencies.
- Reviews/assists with permit applications.
- Prepares/assists with engineering drawings and calculations and contract documents to ensure compliance with established design standards and specifications.
- Completes/assists with construction and subdivision final inspections.
- Assists in developing, reviewing, maintaining, and updating various bylaws, policies, guidelines, and procedures.
- Completes survey work and construction layout and obtains information for design and recommendations for City projects.
- Attends design and construction meetings and may lead the preparation of minutes.
- Reviews tender submittals and progress payments.
- Assists with or undertakes detailed technical and plan reviews for applications of all types of review for the Manager of Engineering as a part of development applications.
- Assists with research, policy development, community engagement, and regulatory implementation in support of effective and sustainable engineering practices and designs.
- Assists with making updates and provides information for the City's mapping services to maintain up-to-date infrastructure mapping as well as Official Community Plan, Local Area Plan, and Zoning Bylaw map schedules.
- Assists with the preparation of grant applications for projects related to engineering or other areas.
- Assists in the preparation of reports on engineering servicing requirements for Development Services Department and the Public Works Department.
- Carries out research, data collection, computer modeling and analysis. Prepares draft reports for the Manager of Engineering.
- Assists with infrastructure project cost estimations.
- Provides support and information on development related issues and departmental planning for the public and staff. Acts as a resource to technical and/or office staff.

- May participate in Development Services meetings and other cross-departmental meetings.
- Attends professional development training as directed.
- May be required to occasionally work after hours and weekends to oversee City projects or attend meetings; compensation will be in accordance with the current *Collective Agreement*.
- Provides back-up for other Engineering Department staff as required.
- Performs other duties as required.

EDUCATION & EXPERIENCE:

- Completion of Grade 12 and a diploma of technology or certificate as a technician from a recognized Technical Institute in civil engineering, related to civil engineering design, survey and drafting, plus additional specialized courses in the municipal infrastructure field.
- Eligibility for registration with the ASTTBC.
- Three or more years of related experience in local government engineering and development control would be an asset, with preference given to BC experience.
- Possession of a valid B.C. Driver's Licence (Class 5). A current Driver's Abstract will be required.

NECESSARY QUALIFICATIONS, SKILLS, & TECHNICAL KNOWLEDGE:

- A strong working knowledge of BC legislation, regulations, legal frameworks, and procedures that regulate planning, development, and subdivision.
- Knowledge of engineering, survey, subdivision and drafting terminology, principles, practices and techniques are assets.
- Knowledge of design criteria and specifications and applicable conditions of contract and tendering policies is an asset.
- Knowledge of Municipal Bylaws, Departmental Policies and Procedures is an asset.
- Proficiency in Auto-CAD, Auto-CAD Map 3D, MS Office, ARC, Database and Engineering Application Programs; Proficiency in Geographic Information Systems (GIS), and photogrammetry software is an asset.
- Demonstrated high degree of professionalism inclusive of effective communication, interpersonal, teamwork / collaboration, and relationship building / conflict management skills.
- Demonstrated initiative with minimum direction, completing tasks by removing barriers and locating necessary resources.
- Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
- Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
- Demonstrated ability to work cooperatively within a team and with City employees, stakeholders, and partners to achieve optimal results.
- Demonstrated ability to build cooperative relationships with other staff, consultants, contractors, builders, developers, business owners, utility companies, neighbouring jurisdictions, federal, provincial, and local government agencies, the public and First Nations.
- Demonstrates valuing diversity.