

JOB DESCRIPTION

ENGINEERING TECHNOLOGIST

This position reports to the Senior Engineering Technologist and is primarily responsible for providing project management services on multiple capital projects simultaneously and at various stages of the design process. This involves directing and supporting projects' external service providers; tracking and monitoring project budgets; reviewing and critiquing the documentation related to the design, including drawings and reports; and attending construction sites during the construction of projects. Since the position works closely with other Engineering Technologist, other duties may be designated or assigned.

POSITION DUTIES AND TASKS

- Project layout and construction design
- Assist in the execution and supervision of capital construction and maintenance projects
- Providing information and assistance regarding infrastructure condition assessments, asset management analysis and regulatory requirements
- Collecting and processing various data, records, drawings
- Surveying, design, contract preparation, inspection and material testing on projects related to the municipality's water, sewer, and drainage systems
- Dealing with information requests and public communication, handling enquiries, and complaints and providing technical information and assistance to staff, public, contractors, consulting engineers etc.
- Prepares technical reports
- CCTV inspection review
- Asbuilt record collection and updating
- Dike inspection and reporting
- Utilities easement condition reporting
- Water off/ons and locates
- Inspection of water and sewer lines
- Care and inspection of municipal utilities and infrastructure
- Maintains electronic and hard copy databases
- Provides marketing and support advice on civil engineering products such as construction materials.
- Outlines work programs and reviews these for accuracy, adequacy and feasibility.
- Establishes design and construction schedules and monitoring progress of various projects and their conformance to design and construction schedules.

- Computes load and grade requirements, water flow rates, and material stress factors to determine design specifications.
- Provides feedback and advice regarding the technical and structural aspects of company projects to management and other project leaders. Supervises the preparation and review of contract drawings and documents.
- Other related duties as required and assigned

Please note that this is not an exhaustive list, but merely indicates the primary duties.

QUALIFICATIONS:

Education and Experience:

- Diploma in Civil Engineering Technology from a recognized educational institution, or equivalent academic training and experience
- Considerable (3 - 5 years) in civil/municipal engineering field specifically related to project management and contract administration
- Sound experience in the use of MS Office, GIS, AutoCAD and related software
- Experience in water/sewer planning and project delivery is considered an asset
- Excellent computer skills, including spreadsheet applications
- Valid BC Class 5 Drivers License

Knowledge:

- Considerable knowledge of legislated civil construction codes and regulations
- Strong organizational, interpersonal and communication skills
- Knowledge of municipal property and administration systems
- Knowledge of budgeting fundamentals, standard costing procedures
- Knowledge of GPS practices and procedures
- Knowledge of drafting techniques and programs
- Knowledge of surveying procedures
- Knowledge of total stations/data collectors, GPS equipment, and engineering levels
- Prefer knowledge of Municipal design and engineering standards, as well as the methods, practices, materials, tools and equipment used in the construction and installation of municipal utilities
- Prefer field experience related to inspection and maintenance of municipal utilities and construction practices

Skills and Abilities:

- Ability to deal with contractors and consultants in a professional and timely manner
- Ability to interpret and apply City and other bylaws, policies, procedures, engineering design standards and specifications
- Ability to work well as part of a team and independently
- Physical ability to stand and walk frequently throughout the day; occasionally attend and inspect construction sites including climbing in and out of ditches and trenches; ability to work in inclement weather
- Ability to prepare technical reports
- Excellent attention to detail, organizational, prioritizing and time management skills

- Ability to perform physical and field work in a variety of (often adverse) weather conditions