

Position Description

Position Title: Engineering Technologist – Engineering Construction
Department: Engineering & Public Works
Last Updated: May 2022
Classification: PT1

Summary

The Engineering Technologist performs a combination of office and field work pertaining to municipal infrastructure, land and subdivision development.

Key Duties & Accountabilities

- Receives and responds to telephone, in-person and email inquiries to assist the public and other departments
- Reviews engineering designs related to land development and utility coordination
- Processes permits under appropriate Bylaws
- Coordinates with government agencies, developers, contractors, and consultants regarding existing and future works
- Performs field inspections as required, commencing from installation to end of warranty periods
- Assists with preparing requests for proposals and tenders for projects and conducts budget tracking, as required
- Provides engineering input pertaining to land development and to assist in the subdivision process
- Maintains an accurate record of assigned work
- May produce design drawings related to the municipal infrastructure using computer aided drafting
- Coordinates and calculates bonding for construction and final acceptance, and substantial completion
- Responds to after hour's emergency calls as required, including in support of local emergencies
- Performs other related duties as required

Qualifications

- Post-secondary diploma in Civil Engineering Technology or degree in Civil Engineering from a recognized institute in Canada, and at least one (1) year related experience (or equivalent)
- Experience in municipal sector considered an asset
- Valid Class 5 BC Driver's License (Class 5)
- Eligible for membership with ASTTBC as an Applied Science Technologist (AScT) or EGBC as an EIT
- Working knowledge of municipal bylaws and engineering specifications pertaining to municipal infrastructures
- Proficiency in (or willingness to learn) AutoCAD or Civil 3D
- Strong verbal and written communications skills including strong public relation skills in dealing with other government agencies, developers, residents and the general public
- Strong time management skills with the ability to address shifting work priorities with a high degree of flexibility and adaptability

- Ability to establish and maintain the effective working relationships with staff, consultants and contractors
- Proficient in a variety of computer systems and software applications, including Microsoft Office
- Ability to manage multiple tasks and projects, and thrive in a high-demand environment
- Proficient in speaking and writing in the English language
- A commitment to excellent customer service, continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself