

Position Description

Position Title: Senior Engineering Technologist

Department: Engineering Construction

Last Updated: May 2022

where it all happens.

Summary

The Senior Engineering Technologist performs a combination of office and field work pertaining to Municipal infrastructure construction, extensions, land development-related construction, and capital projects. The Senior Engineering Technologist is responsible for one or more of the following construction categories: road, sewer, street lighting and traffic signals, sidewalk construction and utility installation.

Key Accountabilities

- Coordinates a variety of projects from inception to completion, including:
 - develops scope of work and prepares for expressions of interest, request for proposals and/or tender documents
 - reviews tender documents and supports the award process
 - liaises with project consultants through all stages of the project
- Coordinates major subdivision (master planned community) projects from an engineering and municipal infrastructure perspective
- Produces cost estimates and assists with preparation of the annual capital and maintenance budget
- Receives and responds to telephone, in-person and email inquiries to assist the public and other departments, including forwarding information to contractors for action as required
- Reviews and approves engineering design documents related to land development and utility coordination to ensure compliance with relevant engineering and municipal standards
- Prepares reports and recommendations on engineering servicing requirements to management and council as required
- Processes permits under appropriate Bylaws
- Coordinates with government agencies, developers, contractors, and consultants regarding existing and future works
- Performs field inspections, commencing from installation to end of warranty periods
- Provides engineering input pertaining to land development and to assist in the subdivision process
- Mentors and assists other department staff
- Maintains an accurate record of assigned work
- Responds to after hour's emergency calls as required, including in support of local emergencies
- Performs other duties as required

Qualifications

- Post-secondary diploma in Civil Engineering Technology or degree in Civil Engineering from a recognized institute in North America and five (5) years' experience in the Civil Engineering field (or an equivalent combination). Experience in a municipal sector considered an asset.
- Valid BC Driver's License (Class 5)

- Membership with ASTTBC as an Applied Science Technologist (AScT) or eligible for PEng membership with Engineers and Geoscientists of BC (EGBC)
- Thorough knowledge of municipal bylaws and engineering specifications pertaining to municipal infrastructures
- Understanding of governmental and legal procedures related to land development and public works maintenance or a willingness to learn
- 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 effectively and efficiently plan, organize, and manage workloads and projects, set priorities, meet deadlines and work under pressure
- Ability to establish and maintain the effective working relationships with staff, consultants and contractors
- Demonstrated ability to provide guidance, mentorship, recommendations and direction to a variety of audiences
- 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