



JOB DESCRIPTION

Position Title: Engineering Technologist (Certified)

Date: July 18, 2019

Department: Operations

Supervisor: Director of Operations

Position Summary:

Under the supervision of the Director of Operations, the Engineering Technologist is responsible for the coordination and inspection of municipal capital projects and development activities as they relate to parks, roads, water, wastewater and facilities. This position will review preliminary and detailed design drawing submissions, perform fieldwork such as surveying, handle inspection and enforcement of municipal development infrastructure installations and assist the Operations and Community Development Departments with troubleshooting infrastructure and development related issues. The Engineering Technologist is responsible for the collection of infrastructure data for the District of Hope's GIS system, preparation and/or coordination of municipal infrastructure planning reports, implementing detailed analysis of existing and proposed infrastructure, compiling and maintaining the District's record drawings and infrastructure reports. This position also provides general technical support to the Director and other municipal departments as required.

The Engineering Technologist exercises considerable independence of judgement in the performance of his/her duties. Assignments and responsibilities are performed under minimal supervision in accordance with established routine. Performance is subject to review and evaluation by the Director of Operations.

Responsibilities:

- Provide a variety of engineering technical services for water, roads, sewer, parks, drainage, facilities and related public works engineering projects.
- Plan and prepare proposed capital works projects for municipal infrastructure and public works operational repairs and installation.
- Liaise with the public, developers, engineers, consultants and contractors in providing engineering technical advice and guidance.
- Assist with inspection and monitoring of municipal service construction projects such as storm drains, sanitary sewers, water mains, curb and gutter, sidewalks and roads to ensure design requirements and specifications are adhered to and implemented.
- Assist with gathering construction information, transferring field data to engineered drawings, records and maps, prepare detailed design plan/profile drawings of proposed infrastructure services.
- Assist with the preparation of RFP's, RFQ's, EOI's, contract documents and Specifications.
- Assist with the preparation and evaluation of tenders, analyze and tabulate bids, provide recommendations on releasing of bonding documents.

- Assist with inspection of construction projects, project management and contract administration, supervising consultants and contractors and review of progress payments.
- Assist with review of engineered construction drawings and subdivision and development applications to ensure compliance with applicable bylaws.
- Check design criteria and assist with approving plans prepared by outside consulting engineers and development companies for related capital and development projects.
- Assist with preparation of conceptual drawings and presentations.
- Assist with preparing applications and updates for grants related to departmental projects.
- Assist with environmental monitoring such as in stream work, data gathering and input of GIS data.
- Assist with the preparation of departmental reports as required.
- Track projects and input variables into long term plans.
- Liaise with internal and external contacts such as staff, professional engineers, consultants, contractors, and the public regarding permitting requirements, applications and compliance, respond to related engineering inquiries and complaints.
- Ensure proper engineering standards are met.
- Practice and adhere to WorkSafe BC regulations and District policies and procedures.
- Report health and safety, security and risk management policies and procedures on projects.
- Provide project inspection.
- Prepare preliminary annual capital works budget briefings including estimation of construction costs, operational costs; prepare cost estimates for long term capital plans; maintain construction cost records and unit prices.
- Works in conjunction with other departments on various initiatives as assigned.
- Maintain professional and technical requirements for the position.
- The Engineering Technologist while not directly responsible for staff supervision will provide direction and coordination to Contractors and other staff as necessary to fulfill the duties of the position.
- General data input and other computer related tasks.
- Be an advocate of the District of Hope Health and Safety Program.
- Assist management in developing, compiling and applying new and/or improved work methods, practices and techniques.
- Perform other duties as required.

Required Knowledge, Skills and Abilities:

- High school graduation.
- Civil Engineering Technology Diploma from a recognized post-secondary institution.
- Accredited or eligible for accreditation with ASTTBC as a Civil Engineering Technologist.
- Demonstrated design and construction experience in municipal engineering projects: roads, water, sewer and stormwater design.
- Demonstrated exceptional knowledge and ability in the preparation of cost estimates, tender documents, RFP's, RFQ's, EOI's, etc. including specifications.
- Highly organized and demonstrated ability to work independently, under pressure, set priorities and meet deadlines.
- Excellent communication skills (oral and written) as well as the ability to deal with the public and coworkers in a diplomatic and courteous manner.
- Demonstrated experience in delivering superior customer service and working within a team environment.

- Demonstrated exceptional working knowledge of Microsoft applications, specifically Word and Excel.
- Strong working knowledge of AutoCAD and GIS applications.
- Minimum two years recent experience in a similar position, preferably in a civil/municipal setting.
- Excellent knowledge of English, spelling, grammar, punctuation and able to compose routine correspondence.
- Demonstrate the ability to deal with the public in a courteous, tactful and diplomatic manner.
- Able to establish and maintain an effective working relationship with other members of staff and the public.
- Able to work without direct supervision and effectively manage time, prioritize and remain flexible while managing a dynamic workload and changing priorities.
- Able to work in a fast paced and multi-tasking public environment, while maintaining a positive demeanor.
- Be in possession of a valid Class 5 BC Driver's License

The above statements are a general description of the principal functions of the job requirement and shall not be construed as a detailed description of all works that may be inherent to the classification.

Working Conditions:

The incumbent will normally work the standard work week for outside employees in accordance with the most recent Collective Agreement and work overtime as authorized. The work may be performed indoors and outdoors in all weather conditions. The incumbent will be a member of CUPE Local 458.