



JOB DESCRIPTION

Title	Engineering Technician I	Pay Grade	13 Inside
Department	Works and Infrastructure	Location	Works and Infrastructure and Municipal Hall
Supervisor	Manager of Engineering and GIS Services	Reviewed	October 2022

Nature and Scope of Work

The Engineering Technician I provides technical support and manages infrastructure improvement projects, coordinates infrastructure capacity analysis assessments, reviews design submissions, develops conceptual designs of municipal services, prepares technical reports, and assists in establishing programs, policies and procedures relating to operating functions of the department.

Duties

1. Inspect and monitor construction of all municipal infrastructure and associated improvements such as storm sewers, sanitary sewers, water mains, curb and gutter, sidewalks, roads, landfill, and solid waste management to ensure design requirements and specifications are being adhered to and implemented.
2. Carry out field survey, transfer surveyed field data to engineering drawings, records, and maps.
3. Prepare detailed design plan/profile drawings of proposed infrastructures services; assist in the preparation of contract documents and specifications, checking of tenders; analyzing and tabulating bids; receiving and releasing of bonding documents; construction inspection, contract administration — supervising consultants and contractors; authorizing progress payments.
4. Prepare preliminary annual capital works budgets including estimation of construction costs and operational costs; prepare cost estimates for long term capital plan projects for submission to and approval by council; maintain construction cost records and unit prices.
5. Review engineered construction drawings and assist in reviewing subdivision and development applications to ensure compliance with applicable bylaws.
6. Prepare conceptual drawings for special projects for illustrative purposes.
7. Liaise with internal and external contacts such as staff, professional engineers, consultants, contractors, attend related meetings and draft correspondence.
8. Answer inquiries from the public and other District departments, providing information and assistance.
9. Prepare miscellaneous drawings and sketches related to design work and performing survey work as required.
10. Performs other related work as required.

Required Skills and Knowledge

1. Necessary knowledge of engineering design, surveying, mathematics, specifications, drafting principles, practices, procedures, materials, and techniques relating to municipal infrastructure, land development, surveying, planning, processing, construction, and other municipal engineering work.
2. Necessary knowledge of municipal bylaws, regulations, engineering standards, policies, and procedures relative to all aspects of land development and municipal infrastructure. Necessary knowledge of design methods, practices and materials used in Public Works, subdivisions, and land development.
3. The ability to communicate effectively, verbally and in writing to exercise considerable courtesy, tact, and diplomacy in dealing with other municipal employees, external agencies and the public and to provide technical information on engineering requirements, bylaws, procedures, and related matters.
4. Necessary knowledge of municipal budgetary practices and procedures and ability to prepare cost estimates and a variety of preliminary budgets.
5. Necessary knowledge of project management practices including preparation of contract documents and related material and the ability to plan, develop and administer engineering projects.
6. Necessary knowledge of computer software applications including but not limited to AutoCAD, Microsoft Office Suite, GIS, etc.
7. Ability to be accurate and efficient.

Required Qualifications

1. Senior Secondary School education supplemented by completion of two-year program in civil engineering technology or related field.
2. Minimum of three years related municipal engineering experience.
3. Eligibility for membership and actively pursuing an Applied Science Technologist Certificate with ASTTBC.
4. Valid BC Driver's License — Class 5

Remuneration and Hours of Work

1. Remuneration in accordance with Schedule 'A' of the CUPE Local 1136 Collective Agreement.
2. Hours of work in accordance with the CUPE Collective Agreement.
3. Overtime, callouts, and standby as required in accordance with the CUPE Collective Agreement.