

JOB CLASSIFICATION DESCRIPTION**ENGINEERING TECHNOLOGIST II**

DATE REVISED: May 2021

Job Summary:

Reporting to the Manager of Infrastructure, this is a technical position requiring both office and field assignments related to municipal civil engineering. Work involves civil engineering design and drafting of municipal infrastructure including roads, drainage, water and sewer utilities, parks, building and traffic facilities, inspection of works, hydraulic modeling, estimating, assisting with budgets, tendering and cost control of capital projects. This position may act as a project lead for moderately sized municipal capital projects.

Primary Duties and Responsibilities:

- Prepare draft plans and specifications as well as AutoCAD drawings.
- Provide input into civil engineering designs.
- Conduct construction progress and final inspections.
- Arrange and attend pre-construction and job-site meetings.
- Prepare draft contract documents for review by Manager.
- Review tender submittals.
- Prepare progress payments.
- Write letters, memorandums and reports.
- Prepare graphics and display boards for public engagement.
- Arrange for surveying, materials testing and other project supports.
- Conduct survey tasks using a level instrument and GPS.
- Complete cost estimates for development cost charges, capital projects and grants.
- Coordinate scheduling and phasing of projects with public utilities.
- Complete basic field survey tasks and data collection.
- Maintain project files, plans and reference library.
- Maintain infrastructure master plans.
- Implement engineering studies.
- Coordinate projects with other departments.
- Review third party utility drawings.
- Ensure proper chlorination procedures have been followed prior to giving approval to connect to water system
- Maintain engineering records, provision and management of comprehensive as-built information.
- Assist with and review Engineering Specification Standards.
- Assist with engineering review of projects including plans, reports and calculations.
- Review and recommend acceptance of record drawings.
- Respond to enquiries and complaints from the public, outside agencies and other departments in person, by phone, and in writing.
- Performs other related duties as assigned.

Necessary Qualifications

Knowledge:

- Considerable knowledge at the technical level of principles and practices of civil engineering applicable to municipal design and construction.
- Considerable knowledge of engineering methods, techniques, materials and equipment used in the design and construction of municipal services and utilities.
- Considerable knowledge of current literature, trends and development in design and construction.
- Considerable knowledge of the occupational hazards and safety requirements of the work.

Ability to:

- Interpret, report and provide advice and guidance on a variety of regulatory matters as they pertain to City Bylaws and engineering standards.
- Read and interpret engineering codes, standards and drawings.
- Operate word processing, spreadsheet and related specialty software such as Civil3D and engineering software.
- Organize and prioritize work.
- Maintain accurate records and prepare routine correspondence.
- Establish and maintain effective working relationships.
- Deal effectively with the public and outside agencies.
- Work safely on job sites.

Required Qualifications:

- Diploma of Civil Engineering Technology.
- Eligibility for membership in the Applied Science Technologists and Technicians of British Columbia as an Applied Science Technologist.
- Valid Class 5 B.C. Drivers Licence and a good driving record.
- Four (4) years practical related experience in the municipal engineering field.

OR an equivalent combination of both training and experience.

Working Conditions

- May involve working alone and will be and will be required to follow the Working Alone Safe Work Procedure - following check-in/check-out practices/procedures.
- May require interaction with residents who may be angry or in an agitated state and demands excellent conflict resolution skills to diffuse high stress situations.
- May be required to occasionally work after hours and weekends to oversee City projects.
- May come into contact with bio-hazardous materials and will be required to follow the exposure control plan and safe work procedures.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.