

	<i>Title:</i> Engineering Technologist	<i>Date:</i> May 7, 2015
	<i>Department:</i> Engineering	
		<i>Pay Grade:</i> 29

Nature and Scope of Work

This is municipal work within the Engineering Services Department involving technical assignments relating to engineering projects, construction and engineering design and reports.

Under the direction of the Manager of Engineering Services, the Engineering Technologist provides technical support and infrastructure capacity analysis, reviews design submissions, develops conceptual designs of engineering services, prepares technical reports, and assists in establishing programs, policies and procedures relating to operating functions of the department.

Work performance is reviewed and evaluated periodically for technical accuracy and conformance with departmental procedures.

Illustrative Examples of Work

1. Communicates technical information and advice to developers, engineers, contractors, utility companies, surveyors, the public and various other internal and external contacts on municipal requirements, policies, procedures, proposals, bylaws, and related matters;
2. Drafts terms of reference for hiring consultants and contractors, reviews proposals and participates in the selection process;
3. Administers municipal construction contracts including preparation of contract documents, inspects and monitors construction of works;
4. Coordinates the work of departmental staff on assigned projects and provides instruction and guidance to same as required;
5. Identifies engineering servicing requirements for developments, reviews engineering servicing plans and associated design calculations submitted by developers' engineering consultants for compliance with municipal standards, bylaws and specifications and provides comments;

6. Investigates and responds to complaints and enquiries from the public; coordinates with Operations employees as necessary to determine cause of problem and correct situation;
7. Reviews and provides comments on construction drawings, plans and studies for technical accuracy and conformance to municipal bylaws and specifications;
8. Prepares and maintains a variety of materials such as records, technical and status reports, correspondence, and project specifications;
9. Prepares cost estimates for municipal works and services, provides information related to the preparation of annual budgets and maintains current unit cost information for municipal works and services.
10. Assists in the development and updating of various programs, engineering standards, bylaws, policies, and specifications, relating to the functions of the department, and recommends changes to reflect best and current practices.
11. Assists in planning of the capital improvement program and development cost charge program for infrastructure additions, improvements and replacement.
12. Develops and maintains monitoring programs for various asset categories;
13. Performs analysis of City infrastructure systems and recommends improvements to transportation, water and storm and sanitary sewer utility systems;
14. Performs related work as required.

Required Knowledge, Abilities and Skills

1. Considerable knowledge of technical principals and theories in the areas of municipal engineering and operations.
2. Considerable knowledge of the regulations, standards and bylaws governing the work performed.
3. Sound knowledge of computer applications and capabilities as related to the work performed such as CAD, Word processing, spreadsheets and database management.
4. Ability to effectively carry out the duties of the position with minimal supervision and within assigned time frames.
5. Ability to establish and maintain effective working relationships with other employees, consultants, other government agencies and members of the general public.
6. Ability to prepare specifications, cost estimates, engineering data and statistics.

Desired Training and Experience

1. Diploma in Civil Engineering Technology from a recognized Institute of Technology;
2. At least 5 years of experience in municipal engineering; or
3. Equivalent combination of training and experience.

Required Licenses, Certificates and Registrations

4. Valid Class 5 BC driver's license for the Province of British Columbia.
5. Registration or eligible to be registered as an Applied Science Technologist in the Province of British Columbia (mandatory).