

TOWN OF VIEW ROYAL

JOB DESCRIPTION

ENGINEERING TECHNOLOGIST – DEVELOPMENT & PUBLIC WORKS

Nature and Scope:

Under the general supervision of the Director of Engineering, the Engineering Technologist – Development & Public Works reviews, interprets and approves infrastructure construction designs related to land developments and subdivisions.

Duties and Responsibilities:

1. Provides excellent internal and external customer service, including handling of inquiries, complaints, and providing information;
2. Reviews designs and detailed calculations and construction works for civil engineering works related to land development including subdivisions and assigned capital projects;
3. Ensures design submissions are in compliance with relevant engineering standards;
4. Conducts site visits for design review purposes and inspection during development of offsite works for Bylaw compliance and adherence to relevant specifications;
5. Reviews and approves “record” drawings and progress reports received from consulting engineers;
6. Corresponds with engineers, surveyors, developers, and property owners on engineering related issues, including sanitary sewer, drainage, trees, pathways, water supply and access;
7. Reviews reports and test results on soil, traffic, street lighting, capacity of sanitary sewers, storm drains, arborist tree plans, water systems and other engineering-related matters, and provides recommendations;
8. Reviews utility company plans for proposed services (or changes to existing services) against other existing or planned services, bylaws and standards; lists deficiencies and makes recommendations for changes;
9. Reviews and approves boulevard improvement permits, tree permits, driveway crossing permits, oversize vehicle permits, street construction permits, street occupancy permits, and street use permits in conjunction with the Development Services Department and Building Division;
10. Assists the Director of Engineering in the preparation of detailed reports and recommendations on engineering servicing requirements for developments;

11. Provides engineering technical support and information on development and capital project related issues;
12. Provides engineering record drawings and legal plans to the public upon request;
13. Assists in the development of servicing agreements as it relates to subdivisions and land development;
14. Creates meeting agendas, co-ordinates and participates in bi-weekly development group meetings;
15. Coordinate with Government agencies, developers, contractors and consultants regarding existing and future works;
16. Performs field inspections as required commencing from design to construction to acceptance (warranty) of works;
17. Reviews, researches and reports on technical specifications and standards for infrastructure construction design and maintenance to improve current programs and systems.
18. Conducts site visits, investigations and creates work orders to support the public works maintenance of the Town's infrastructure.

Knowledge, Skills and Abilities:

1. Thorough knowledge of municipal bylaws, public works and engineering practices;
2. Knowledge of subdivision and land development design principles and practices;
3. Knowledge of survey and civil engineering design, terminology, techniques and construction practices;
4. Knowledge of the Master Municipal Construction Documents;
5. Knowledge of the *Local Government Act*, *Community Charter*, statutes, laws, regulations and precedents relating to municipal infrastructure and engineering, land use and development;
6. Knowledge and experience in the application of the Occupational Health and Safety Regulations that apply to a municipal work environment;
7. Able to communicate effectively both verbally and in writing;
8. Ability to work well as part of a team and independently;
9. Experience with AutoCAD, GIS and related software as well as Microsoft Office Suite (Outlook, Word, Excel, PowerPoint);
10. Creative thinker with a high attention to detail;

11. Good organizational skills with the ability to plan and prioritize effectively;
12. Strong customer service skills.

Required Qualifications:

1. Completion of a two-year diploma in Civil Engineering, or equivalent related experience;
2. Minimum of 3 years in the civil/municipal engineering field, specifically related to the design, operation and maintenance and construction of municipal infrastructure;
3. A valid B.C. Class 5 Driver's License.

Preferred Qualifications:

1. Membership or eligibility for membership in Applied Science Technologists and Technicians of British Columbia (ASTTBC);
2. Completion or ability to complete Public Works Association of BC (PWABC) – Public Works Project/Construction Management Course;

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be part of the position.

Kim Anema
Chief Administrative Officer