

TOWN OF VIEW ROYAL

JOB DESCRIPTION

ENGINEERING TECHNOLOGIST

Nature and Scope:

Under the general supervision of the Director of Engineering, the Engineering Technologist reviews, interprets and approves infrastructure construction designs related to land developments and subdivisions. The incumbent is responsible for the ongoing operation of the corporate asset management plan.

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 for civil engineering works related to land development including subdivisions;
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;
5. Reviews and approves “as-built” 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. Approves boulevard improvement permits, driveway crossing permits, oversized vehicle permits, street construction permits, street occupancy permits, and street use permits in conjunction with the Development Services Department and Building Division;
10. Prepares detailed reports and recommendations on engineering servicing requirements for developments;

11. Provides technical support and information on development-related issues and departmental planning for staff;
12. Provides engineering record drawings and legal plans to the public upon request;
13. Provides professional and technical input to the Director of Engineering as required;
14. Participates in the development of servicing agreements as it relates to subdivisions and land development;
15. Creates meeting agendas, co-ordinates and chairs bi-weekly development group meetings;
16. Ensures all capital assets/infrastructure are reviewed to optimize life cycle costs and minimize risks, and that there are long term financial strategies in place for their end of life replacement;
17. Estimates future costs for replacement, rehabilitation, or general maintenance requirements for all assets;
18. Collaborates with the Finance Department to provide technical information for the long term financial planning, tangible capital assets and full cost accounting function;
19. Reviews, researches and reports on technical specifications and standards for infrastructure construction design and maintenance to improve current programs and systems;
20. Apply for grants for capital projects and asset management development processes.

Knowledge, Skills and Abilities:

1. Considerable knowledge of municipal bylaws, public works and engineering practices;
2. Considerable knowledge of engineering and architectural drafting terminology, practices and techniques;
3. Knowledge of subdivision and land development design principles and practices;
4. Knowledge of mathematics, survey and civil engineering design, terminology, techniques and construction practices;
5. Knowledge of the Master Municipal Construction Documents;
6. Considerable knowledge of the *Local Government Act, Community Charter*, statutes, laws, regulations and precedents relating to municipal infrastructure and engineering, land use and development;

7. Knowledge and experience in the application of the Occupational Health and Safety Regulations that apply to a municipal work environment;
8. Able to communicate effectively both verbally and in writing;
9. Ability to work well as part of a team and independently;
10. Considerable experience with AutoCAD, GIS and related software as well as Microsoft Office Suite (Outlook, Word, Excel, PowerPoint);
11. Creative thinker with a high attention to detail;
12. Good organizational skills with the ability to plan and prioritize effectively;
13. 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. Ability to read blue prints, construction drawings and schematics;
4. A valid B.C. 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;
3. Completion or ability to complete Public Works Association of BC (PWABC) – Asset Management 101;
4. Accounting principles, practices, and procedures.

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