

## 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 performs a combination of office and field work pertaining to municipal infrastructure, land and subdivision development.

##### **Duties and Responsibilities:**

1. Provides excellent internal and external customer service, including handling of inquiries, complaints, and providing information;
2. Reviews designs for civil engineering works related to land development including subdivisions and assigned capital projects;
3. Assists the Director of Engineering, as required, in reviewing detailed calculations and servicing reports related to subdivision and land development;
4. Ensures design submissions are in compliance with relevant engineering standards;
5. Reviews 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 assist the Director of Engineering in providing recommendations of approval based on these reports;
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 to senior Engineering staff;
12. Provides engineering record drawings and legal plans to the public upon request;
13. Assists the Director of Engineering 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. Coordinates 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. Assists the Director of Engineering in reviewing, researching and reporting on technical specifications and standards for infrastructure construction design and maintenance to improve current programs and systems;
18. Assists Engineering staff in conducting site visits, investigating and creating work orders to support the public works maintenance of the Town's infrastructure as required.

**Knowledge, Skills and Abilities:**

1. Experience in municipal sector considered an asset, including 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 an asset;
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. Experience working in an office and field environment as it pertains to Occupational Health and Safety Regulations that apply to municipal work;
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.

---

Scott Sommerville  
Chief Administrative Officer