

## Town of View Royal

### JOB DESCRIPTION

#### ENGINEERING TECHNOLOGIST – UNDERGROUND SERVICES

##### **Nature and Scope:**

Under the general supervision of the Director of Engineering, this position performs a combination of office and field work pertaining to the operations and maintenance of Town-owned underground assets and related public works: primarily the sanitary sewer system, gravity storm drainage system, and the GIS system.

The general nature of the position will:

- Oversee the operation and maintenance of Town-owned underground assets;
- Maximize the performance of the assets
- Optimize the costs of operations and protect the investment in the infrastructure;
- Coordinate, supervise and monitor maintenance contractors working on the collection systems;
- Schedule work not included in annual contracts such as emergency call-outs and blockages, etc.;
- Monitor and manage operation and maintenance accounts to ensure budgeted cost control.

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

1. Preparing, organizing and executing the maintenance, repair and replacement of the Town's sanitary sewer pump stations and gravity sanitary sewer system, and non-road contract related storm drain system;
2. Provide annual operational and capital budgeting plans and longer term budgeting plans (5-10 year capital replacement programs) for sanitary sewer, drainage, and GIS related assets, to the Director of Engineering during budget review.
3. Provide technical reviews of current sanitary sewer and drainage master plans and manage the master plan updates;
4. Monitor and coordinate the maintenance of the Town's pump station SCADA system (software and hardware) and action maintenance and repair work resulting from SCADA alarms;
5. Respond to customer complaints and investigate concerns relating to sanitary sewer and drainage related public works,
6. Be available for emergency call-outs relating to sanitary sewer public works and environmental spills when required;
7. Provides general direction to the GIS Technician regarding the maintenance and update of the Town's GIS system;

8. Maintain the Town's geodetic survey monuments, including inspecting and replacing monuments, adding new monuments, and regularly documenting and updating the Town's monument list;
9. Maintain the Town's GPS and survey equipment, and provide training to staff on usage of the equipment when required;
10. Manage sanitary sewer and drainage system capital and operational projects from design stage to construction completion, including but not limited to reviewing design drawings, cost estimates, contract documentation and stakeholder management;
11. Prepare RFP's for engineering services, and reviews Tender, RFQ and other relevant procurement documents for maintenance and construction services. Reviews proposals, evaluates bids and recommends to the Director the award of services;
12. Review, provide feedback, and prepare Engineering related approvals and permits related to the work;
13. Complete field inspections of construction work to ensure municipal standards and bylaws are met;
14. Respond to environmental spills within the Town and order and maintain inventory of spill response supplies;
15. Review BC One Call requests, and provide municipal utility information to the requesters;
16. Oversee maintenance contractors;
17. Perform other related duties as required.

**Knowledge, Skills, and Abilities:**

1. Considerable experience in the municipal sector, including knowledge of municipal bylaws, public works and engineering practices;
2. Considerable knowledge of municipal public works principles, methods, materials, equipment, techniques and records maintenance to maintain the Town's sanitary sewer and storm drain assets, including preventative maintenance practices for sanitary pump stations (mechanical and electrical), SCADA, and CCTV inspection programs;
3. Demonstrated knowledge in controlling the flow of wastewater, including:
  - Monitoring gauges, meters and control panels and observing variations in operating conditions;
  - Operating valves and gate valves;
  - Starting and stopping pumps, engines, and generators to control and adjust flow;
  - Maintaining shift logs and recording meter and gauge readings;
  - Performing routine field analysis;
  - Performing routine maintenance and custodial duties;
4. Experience, knowledge and the ability to maintain, repair and operate general equipment used in engineering and public works operations;

5. Experience with AutoCAD, the ArcGIS suite of GIS software, and Microsoft Office (Outlook, Word, Excel, PowerPoint, SharePoint);
6. Knowledge of survey and engineering design, terminology, techniques and construction practices. Ability to read and interpret plans and specifications;
7. Experience working with the Master Municipal Construction Documents (MMCD) for construction contracts. Experience in Contract Administration an asset;
8. Knowledge of the Local Government Act, Community Charter, statutes, laws, regulations and precedents relating to municipal infrastructure and engineering, land use and development;
9. Knowledge of subdivision and land development design principles and practices an asset;
10. Good organizational skills with the ability to plan and prioritize effectively;
11. Ability to work well as part of a team and independently;
12. Ability to communicate effectively both verbally and in writing;
13. Creative thinker with a high attention to detail;
14. Strong customer service skills;

**Qualifications and experience:**

1. Completion of a two-year diploma in Civil Engineering, or equivalent related experience;
2. Certification as Wastewater Collection System – Level I Operator as recognized by the EOCP (Environmental Operators Certification Program)
3. Minimum of 5 years in the municipal public works field, specifically related to the design, operation and maintenance and construction of municipal infrastructure;
4. Registration as an Applied Science Technologist (AScT);
5. Valid Class 5 B.C. Drivers License.;

*This job description is only a summary of the typical functions of the job and is 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 this job description and other duties, as assigned, might be part of the job.*



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Scott Sommerville  
Chief Administrative Officer