

Job Information

Job title	Engineering Technician II	Job Code: ENGTC2	Pay Grade: G
Title of immediate supervisor	Engineering Supervisor		
Department/Division	Engineering		
Prepared by	N. Pallan		
Date Created	Dec 2015	Revised date	
Dept Head Signature	Originally signed by Harley Machielse	Date	Nov 9, 2016

Job Purpose

Performs technical work at a semi-professional level under the supervision of a more senior technician and the work is generally related to transportation engineering, transportation planning, and transportation design. Duties include reviewing and responding to inquiries received from the public, conducting transportation and traffic operation related studies and investigations, completing engineering design drawings, providing technical support to more senior staff. Manages projects as defined within the framework and guidance developed by the Project Management Office.

Duties and Responsibilities

- Receives and reviews traffic and transportation complaints from the public, staff and developers.
- Designs using AutoCAD and provides inspection of the construction of transportation projects.
- Acts as a project inspector and/or manager for smaller engineering construction projects as required.
- Coordinates the District's traffic, bicycle and pedestrian count programs.
- Conducts field data collection for pedestrian, cyclist and traffic flows.
- Summarizes findings in report format suitable for presentation to senior staff and advisory committees.
- Uses ESRI GIS to compile, store, manipulate and output transportation data layers and presentation maps as required.
- Reviews proposed development / transportation design drawings and provides comments related to traffic operations and transportation.
- Prepares conceptual designs using AutoCAD of proposed works in sufficient detail that they can be used in Tenders or RFP for hiring a consultant to design the works or passed along to the design section for detailed design.
- Represents the municipality in and assists in Open Houses, Workshops and other citizen participation projects.
- Establishes and maintains relationships and regular liaison with municipal crews, contractors, engineering consultants, utility companies, suppliers, government agencies, public and other involved parties.
- Responds to public inquiries and complaints; advisory and steering committees to meet project and operational needs.
- Provides information to senior staff regarding progress made or difficulties encountered.
- Checks the work of drafting support staff and surveyors assigned to assist on certain projects.
- Develops or modifies computer programs necessary for engineering calculations.
- Maintains complete notes for projects and designs.
- Prepares correspondence and technical documents as directed.
- Assists a Senior Engineering Technician on field or office projects.
- Performs other related duties as required.

Qualifications

- Two year Diploma in Civil Engineering from a recognized institution.
- Three months of related experience.
- Eligible for registration with the Applied Science Technologists and Technicians of BC.
- Conversant with computer based engineering applications.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.