

## Job Information

Job title	<b>Engineering Technician V</b>		Job Code: ENGTC5	Pay Grade: R
Title of immediate supervisor	Manager of Transportation & Development			
Department/Division	Engineering / Transportation & Development			
Prepared by	N. Pallan			
Date Created	Aug 19, 2015	Revised date		
Dept Head Signature	Originally signed by Harley Machielse	Date	Nov 9, 2016	

## Job Purpose

Performs civil engineering work performed at a semi-professional level. Coordinates the implementation of routine and multifaceted engineering programs, requiring specialized professional skills and knowledge relating to specific areas of the design and construction of Municipal public works services. Supervises the related work of other employees. Manages projects as defined within the framework and guidance developed by the Project Management Office.

## Duties and Responsibilities

- Plans, coordinates and participates in the work of a design team engaged in various phases of project development and construction, in the engineering fields of water supply and distribution, waste water and storm water collection and disposal; road design; and traffic engineering.
- Designs and using AutoCAD, drafts, and provides inspection of construction of multi discipline projects including a mix of two or more of transportation projects, waterworks, sewer or drainage systems, street light systems and transit operation facilities. Assembles and analyses data on waste water and storm water flows and works with computer programs related to same.
- Manages engineering projects or assigns project management duties to coordinate all phases of routine works projects, including planning; preliminary and final design reviews; preparation of cost estimates and specifications; preparation of tender documents; analysis and tabulation of bids; review of insurance and bond documents; review of job cost allocations.
- Establishes future priorities and undertakes long term planning of municipal infrastructure, determines the needs for engineering studies, and oversees municipal projects and budget forecasts.
- Directs, provides guidance and oversees the work on a continuous basis of several engineer consultants working on municipal projects.
- Prepares Request for Proposals, and then evaluates and provides recommendation for award of consulting engineering services.
- Supervises the work of other technicians, draftspersons and surveyors assigned to assist on certain projects.
- Responds to public enquiries and complaints; chairs advisory and steering committees to meet project needs.
- Coordinates field inspection on construction projects and negotiates required adjustments with contractors.
- Controls and coordinates work on one or more projects, maintains records of pipe installed, materials used, manholes constructed, quantities of rock drilled or blasted; issues site instructions, and prepares monthly progress reports.
- Maintains regular liaison and coordinates with municipal crews, contractors, engineering consultants, utility companies, suppliers, government agencies, public and other involved parties.
- Participates in the testing of new equipment and installation to ensure operating efficiency and quality of workmanship.

- Evaluates and reviews proposed plans for rezoning, development permit, subdivision applications, public utility and engineering designs to ensure that the project requirements meet departmental objectives.
- Provides direction and assistance to engineering staff and design engineers in expediting and coordinating projects; both in administration and communication.
- Maintains complete files and notes of his/her designs.
- Represents the municipality in open houses, workshops, and public meetings.
- Performs other related duties as required.

### **Qualifications**

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

### **Physical Requirements**

Physically able to undertake the field inspections.

### **Working Conditions**

Works in an office environment and out in the field.