



EMPLOYMENT OPPORTUNITY



Engineering Technologist 1 Permanent Full-Time Position Competition No. JP24-018 Internal/External Posting

Duration: Full-Time, Permanent
Wage: \$32.02 per/hour plus benefits & pension
Hours of Work: 40 hr/week: Monday – Friday 7:00am – 3:30pm
Location of Work: Town of Taber
Close Date: Friday, May 31st 2024 @ 4:30pm

POSITION SUMMARY:

Provide support to the Manager of Engineering and Public Works. Field work will consist of project inspections, service locates and preliminary survey and layout of new work projects. Office work includes the preparation or review of reports, plans, drafting and other documentation and meeting with the Manger of Engineering and Public Works, engineering consultants and public works staff as required. This position falls within the scope of CUPE Local 2038.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Engineering and Public Works Manager, this position will perform a variety of duties including:

- Assist in the design and construction of various municipal infrastructure projects which involves the preparation of plans, designs, and project specifications, and obtaining required easements and permits.
- Assist in the preparation and administration of tender and contract documents including onsite inspections and attendance at project meetings and resolving construction issues.
- Assist with the general duties contributing to the effective operation of the department including the preparation of various reports and capital budget.
- Maintaining the documentation and systems required in the normal course of a municipal engineering operation which involves, the research and application of new procedures and technologies and the development and revision of technical standards and municipal specifications.
- Perform field inspections of various construction and engineering projects involving:
 - Review of the project specifications, contracts, and other documentation to determine appropriate inspection procedures in accordance with good engineering practices.
 - Field visits as necessary to do physical inspections of projects including water systems, sanitary and storm sewers, curb and gutter installation, street construction, asphalt paving, lane marking, etc.
 - Advising contractors of deficiencies and working with them to resolve outstanding issues.
 - Preparation of reports to document inspection procedures, deficiencies found and resolution of deficiencies.
- Provide contractors and public works staff with technical assistance involving:
 - Consulting plans and carrying out field surveys to determine the location of existing municipal services.
 - Working with and assisting crews and foreman on interpretation of designs and specifications.
 - Collecting data, verifying conditions, and noting potential or developing problems.
- Prepare miscellaneous drawings by hand or using AutoCAD Map 3D or Civil 3D software.
- Must have the ability to import surveys and create a surface and compare surfaces to calculate volumes.
- Creating alignments and profiles, work with grading objects, corridors, and templates.
- Assist with design/drafting including grading, roadways, storm water, sanitary and water design/drafting.

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- Assist with preparing contract documents, quantity takeoffs and cost estimates.
- Maintain the Town's GPS.
- Assess Tangible Capital Asset for lifespan and replacement costs.
- Demonstrate continuous efforts to improve operations, streamline work processes and to work cooperatively in the support of the Engineering and Public Works Manager, public works and other staff, management, and other municipal departments.
- Work closely with our development department to ensure Town infrastructure standards are maintained for new subdivisions and fill-ins.
- Follow the Town of Taber's safety policies and procedures and promote a safe work environment.
- Perform other duties as assigned or required by the Manager of Engineering and Public Works.

MINIMUM QUALIFICATIONS:

- Graduate of an Engineering program (Civil, Design & Drafting, Geomatics)
- Currently registered with good standing or qualified to register as a Technician/Technologist with ASET
- AutoCAD and GIS software experience preferred
- 3-5 years field construction experience would be an asset
- Have the ability to obtain certifications in water treatment and potable water distribution
- Valid Class 5 Driver's License
- Ability to provide a clean Police Information Check.

Please refer to the competition number when submitting your resume and cover letter by mail, fax, or e-mail in confidence to:

Human Resources

Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
hr@taber.ca

We thank all applicants in advance for their interest, however only those applicants who will be interviewed will be contacted.

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