

# Township of Langley

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| <b>Job Title:</b>                         | Drafting Technician   |
| <b>Competition Number:</b>                | 24-U153   |
| <b>Employment Type:</b>                   | Temporary Full-Time<br>(from approximately November 18, 2024 – November 13, 2026)   |
| <b>Pay Rate:</b>                          | \$37.58 - \$44.22 per hour (5 steps, 2024 rates);<br>plus 13.5% in lieu of benefits |
| <b>Hours of Work:</b>                     | 37.5 hours per week; Monday to Friday, 8:00am – 4:30pm                              |
| <b>Competition Opening Date:</b>          | September 20, 2024  |
| <b>Competition Internal Closing Date:</b> | October 1, 2024   |
| <b>Competition External Closing Date:</b> | October 11, 2024  |

## Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Drafting Technician** (from approximately November 18, 2024 – November 13, 2026) to join our team of professionals in the Engineering Division, Engineering Services Department. Reporting to the Engineering Services Manager, in this unionized position you prepare preliminary and final design and as-built drawings for a variety of engineering plans, proposals, and projects.

## Responsibilities

- Prepare preliminary/final design drawings and as-built drawings for a variety of municipal engineering projects and proposals including waterworks, sewers, roads, local improvements, land development and subdivisions
- Conduct field visits and liaise with engineering survey and design staff on assigned projects
- Review master legal plans and as-built drawings as related to departmental records and databases
- Prepare sketches and related material to illustrate engineering projects for reports and public presentations
- Provide factual details such as location of utilities, survey monuments, legal boundaries, and departmental procedures to a variety of internal/external contacts including the public, contractors and municipal work crews
- Prepare/maintain a variety of files, records and reports related to the work and order supplies as required
- Perform related work as required

## Qualifications

- Completion of Grade 12 supplemented by courses in computer assisted drafting and related subjects at an institute of technology plus sound drafting experience preferably within the municipal engineering field, or an equivalent combination of training and experience.
- Considerable knowledge of computer assisted drafting methods, practices and techniques used in design of various municipal infrastructure
- Ability to perform skilled drafting tasks of a civil engineering nature and produce engineering drawings to established standards from written, sketched or oral instructions
- Ability to read and interpret engineering plans and survey notes and make mathematical calculations
- Ability to establish and maintain effective working relationships with internal and external contacts
- Knowledge and experience working with Civil 3D is considered an asset

## Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full-privilege) Driver's License or equivalent driver's license for where you reside. You must include with your application a current **Personal Driver's Record (select the 5 year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License or Driver Factor Report **will not** be accepted.

**Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.**

## Apply Now

Visit [tol.ca/careers](https://tol.ca/careers) to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*