

Employment Bulletin (Internal/External)



North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the City's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for an:

Drafting/Engineering Technologist Full-Time

The Drafting/Engineering Technologist is responsible for providing engineering support to the City Engineer and EPAI Department. Work includes engineering design and drafting, topographic survey, construction layout survey, construction inspection, coordination and approval of curb crossing permits, and utility servicing.

Roles and Responsibilities

- Drafting and design of municipal infrastructure.
- Topographic and construction layout surveying.
- Review and provide engineering comments and clearances on planning applications, zoning amendments and minor variances.
- Review and approve site grading plans for subdivision lots, site plans, and in-fill building permits.
- Investigate and resolve drainage issues and complaints received related to site grading and municipal drainage.
- Respond to procedural and customer inquiries.
- Accept and check plans or applications for required information.
- Keep and maintain detailed departmental records
- Enter and analyze data in the appropriate software and reports.
- Assist in preparing construction tendering and contract documents, including preparation and updating of specifications and details.

Qualifications

- Civil Engineering Technologist diploma or related field.
- Three (3) years' experience of progressive engineering experience in Municipal Engineering. A combination of related experience in engineering technologies may be considered in the absence of municipal experience.
- Certification or eligibility for certification, as an Applied Science Technologist by Technology Professionals Saskatchewan.
- Experience directly related to land development engineering and approvals is an asset.
- Experience directly related to the design and construction of municipal capital works projects is an asset.
- Proficient with AutoCAD or similar applications.
- Proficient with Microsoft Office.
- Knowledge of engineering models is an asset.
- Knowledge of construction site requirements.
- Knowledge of GPS Survey Equipment
- Valid Saskatchewan Class 5 Driver's License
- Provide a clear satisfactory Criminal Record Check upon hire

To view the comprehensive Job Description please contact hr@cityofnb.ca

Competition Number: ET024
Rate of Pay: Year 1 \$32.66 Year 2 \$33.48 Year 3 \$34.31/hr. (CUPE Local 287 2024 rates)
Hours of Work: Monday to Friday 8:00 am to 5:00 pm (40 hours per week)
Posting Closing date: Until a successful candidate is found.

Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

hr@cityofnb.ca

City of North Battleford
1291 101st Street
P.O. Box 460
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700
Fax: 306 445-0411

We thank all applicants for their interest; however only those selected for interviews will be contacted

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

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