



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence, Bilingualism

ENGINEERING TECHNOLOGIST – SERVICING AND PERMITTING

Engineering – Job # P1272e

CLOSING DATE: NOON – JANUARY 13, 2025

JOB SUMMARY:

This position reports to the Director of Engineering for items of an administrative and technical nature and will receive assignments and guidance from others in the Engineering Department.

This is technical work requiring extensive technical knowledge to complete a variety of highly complex assignments in the field of municipal engineering with emphasis on utilizing geographical information system (GIS) technology, computer-aided design software (AutoCAD), Microsoft Office Suite (Excel, Word, Outlook, Teams), Adobe Acrobat Standard, and asset management software (Assetic and Infor).

This position is responsible for the review and approval and acceptance of work as they relate to various permits which are managed by Engineering Department. Advanced knowledge of GIS related software is required for the review, upkeep and hyperlink connection of City infrastructure and records such as as-builts, easements, borehole logs and CCTV sewer inspections. The work is primarily carried out in the office but will also require working outside for inspections and other reasons.

Persons in this position must have the ability to take on new tasks as technology progresses and are expected to keep up to date with the technology, particularly in the GIS field and are expected to work autonomously taking on assignments with little or no supervision.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City



of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- Successful completion of a technical course in a field directly related to municipal engineering that is accredited by the New Brunswick Society of Certified Engineering Technicians and Technologists at the Technologist Level. Must be eligible to become a member and maintain membership in the Association as a Professional Technologist (P. Tech or CET).

EXPERIENCE:

- Minimum of five (5) years' work experience in the area of Municipal Engineering. Experience as it relates to the review and acceptance of servicing permits and advanced manipulation of GIS data would be considered an asset.

LANGUAGE:

- The ability to function fluently in both official languages (English and French) is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have computer knowledge, skills and experience in the operation of computers with emphasis in civil engineering and related software programs such as GIS.
- Advanced ability to utilize standard administrative programs (E.g MS Office, MS Teams) is required.
- Possess excellent organizational and time management skills.
- Possess excellent technical writing skills to maintain accurate, complete and current records.
- Possess excellent communication skills, judgement, diplomacy and exercises discretion.
- Advanced knowledge of the City of Moncton's Standard Municipal Specifications is considered an asset.
- Must have working knowledge and be compliant with the NB Occupational Health and Safety Act and its regulations as well as the Provincial Crown Construction Act.

SUPERVISION:

- This position will work with little or no supervision; daily problem-solving tasks are completed with little assistance from others.
- Work is assigned with limited instruction by the supervisor(s) and may be carried out in conjunction with other department personnel who may provide guidance. This position requires a level of responsibility and ability to be able to work independently and

responsibly with a minimum of supervision, within established policies, procedures and guidelines.

- Work will be rarely reviewed by the supervisor(s) for completeness, accuracy and results obtained.
- Limited supervisory responsibility over contractors, casuals and student employees and/or other personnel on various projects. Persons in this position will be required to assist with training and mentoring of other employees in how to perform tasks and duties and will be required to oversee their work.

CONDITIONS OF WORK: *(Including regular hours of work per week)*

- All employees must comply with Council and Corporate adopted policies (i.e. Attendance Management, Respectful Workplace and Health and Safety).
- Work requires a moderately high level of attention with relatively long periods of concentration, some physical effort and is normally performed under office and field conditions. Work is occasionally performed outside on engineering assignments with exposure to inclement weather, vehicular traffic and occupational hazards, particularly on construction sites.
- Must be capable of performing work duties under moderately stressful situations and be available to work overtime as may be required from time to time.
- Salary, benefits and hours of work as per CHEA Agreement / PSAC Local 60200.