



Job Description Engineering Technologist

Job Title: Engineering Technologist
Department: Public Works
Reports to: Senior Engineering Technologist
Location: Administration Building

Summary:

The Engineering Technologist will facilitate the construction and development process undertaken by private developers. This position will analyze and interpret engineering standards and land use regulations and applications to ensure compliance, monitoring and enforcement of land development and are accountable for the coordination and implementation of a combination of road operations programs. Operations include road use agreements, road bans, transportation permitting, road approach applications, construction signage and detour routing, inspection and reporting on road, utility and drainage infrastructure.

Specific Duties:

- Provide technical advice, guidance, recommendations and accurate information to the public and municipal staff related to Public Works development proposals and agreements, planning issues, subdivisions, the County's design and construction standards and best construction practices from the municipal infrastructure systems perspective.
- Review, comment and make recommendations on documents submitted in support of development proposals, including traffic impact assessments, geotechnical reports, and noise attenuation models, servicing design briefs and engineering design drawings.
- Monitor current construction projects, prepares project reports and maintain project records for current and past developments in the Foothills County.
- Conduct construction inspections and prepares detailed reports, Construction Completion Certificates and Final Acceptance Certificates for new and existing roads, approaches, utilities and drainage infrastructure.
- Make verbal and written recommendations to assist land developers and County departments to set the scope of development conditions.
- Perform administration duties of Road Approach Applications and development activities which include reviewing approach and road crossing agreements and ensuring compliance with Municipal Right of Ways.

- Coordinate with the Senior Engineering Technologist and Deputy Director of Operations with respect to setting, implementing and monitoring municipal Road Bans. Respond to road ban and transportation permitting inquiries including liaising with the vehicle permitting agencies regarding road conditions and preferred vehicle routing.
- Review and approve utility applications to ensure compliance with the Shallow and Underground utility policy.
- Perform research and prepares reports on current infrastructure trends, emerging technology and makes recommendations for improvements in municipal standards and policy.
- Provide assistance to the Senior Engineering Technologist when required.
- Actively participates in meetings related to Public Works, other municipal department activities and attending Safety Toolbox meetings and related safety training/activities when requested.
- Monitor the performance and effectiveness of Municipal Infrastructure, makes recommendations for process improvements and efficiencies.
- Perform other duties as assigned from time to time.

Knowledge and Skills required to perform the role competently

- Knowledge of practical construction applications, practices and techniques.
- Knowledge of engineering principles, applicable terminology, development practices and techniques.
- Design and construction experience in water, wastewater, storm water systems and roads.
- Knowledge of preparation of specifications, cost estimates, contract and tender documents for assigned construction projects.
- Understanding of process related to land development including the Municipal Government Act and Alberta Environment Approvals.
- General knowledge of municipal regulations, policies and development standards;
- Proficiency in computer office tools such as AutoCAD, Excel, Word, Power Point and ArcView GIS systems.
- Willingness to take required courses to improve the professional delivery of service.

Personal Qualities Required:

- Participate and contribute as a team player;
- Minimum amount of supervision;
- Work well under pressure to meet deadlines;
- Communicate pleasantly, tactfully and effectively with the public, consultants, contractors and co-workers;
- Demonstrate strong facilitation, negotiation and mediation skills;
- Detail oriented, displays strong organizational skills and time management.

Minimum Qualifications:

- Diploma in Civil Engineering Technology or equivalent from a recognized post-secondary institution with a minimum of 3 years related work experience.

- Ability to be registered with Alberta Society of Engineering Technologists (ASET) as a Technologist in Training (T.T.) or equivalent would be considered an asset.
- Understanding of municipal servicing standards.
- Understanding of the Manual for Unified Traffic Control Devices Canada (MUTCD) as it relates to County right of ways.
- Understanding of the Transportation Association of Canada (TAC) design guidelines as it relates to County Right of Ways.
- Possess a valid class 5 Alberta driver's license.

Working Conditions:

- Regular contact with the public, staff, construction personnel, and County officials, while using judgment, tact, and consistent interpretation skills.
- When required works outside in all types of weather and climate condition and walks on/through natural ground conditions/uneven terrain.
- May be subjected to wildlife and dogs.
- The physical demands of this job include those associated with working in an office setting using computers and associated technologies. There will be some standing, lifting, carrying, bending, reaching and keyboarding.