



**VILLAGE OF TELKWA**

## **ENGINEERING TECHNOLOGIST**

### **JOB DESCRIPTION**

## **PART I**

### **POSITION FUNCTION:**

Duties to provide municipal engineering technology support to the Director of Operations. Field work will consist of project inspections, service locates and preliminary survey and layout of new work or projects. Office work includes the preparation or review of reports, plans, drawings and other documentation and meeting with the Director of Operations, engineering consultants, contractors and public works staff as required. Regular communication with departmental and other municipal staff, contractors and the public is an integral part of the position.

### **DUTIES AND RESPONSIBILITIES:**

- Assist in the design and construction of various municipal infrastructure projects which involves the preparation and review of plans, cost estimates, technical reports, designs and project specifications, and obtaining required easements and permits.
- Assist in the preparation and administration of tender and contract documents including approving payments and acceptance certificates, on-site inspections, and attendance at project meetings and resolving construction issues.
- Assist with the general management duties contributing to the effective operation of the department including the preparation of various management reports and the capital budget.
- Create and maintain the documentation and systems required in the normal course of a municipal engineering operation which involves the creation, implementation and maintenance of infrastructure management systems; 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 project specifications, contracts and other documentation to determine appropriate inspection procedures in accordance with good engineering practices;
  - ✓ field visits as necessary to do physical inspection of projects including water systems, sanitary and storm sewers, service connections, 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, logs, etc. to document inspection procedures, deficiencies found and resolution of deficiencies.

- Provide contractors, the project engineer or public works staff with technical assistance involving:
  - ✓ consulting plans and carrying out field surveys to determine the location of existing municipal services;
  - ✓ conducting surveys and field work to determine preliminary layout of proposed new works;
  - ✓ working with and assisting crews and Working Foreman on interpretation of designs and specifications;
  - ✓ collecting data, verifying conditions and noting potential or developing problems.
- Maintain as-built information and update any changes to municipal infrastructure.
- Perform land surveying to establish elevations and alignment for construction purposes.
- Prepare miscellaneous drawings by hand or using AutoCAD software,
- Maintain GIS software and mapping.
- Place tender notices on the Civic Info website, BC Bid, VOT website, newspaper, etc.
- Complete updates to the Asset Management software system, compile and analyze data, and prepare progress reports as required.
- Contribute to review and development of engineering policies, procedures, and bylaw updates.
- Build and maintain positive working relationships with co-workers, other Village employees, contractors and the public using principles of good customer service.
- Demonstrate continuous efforts to improve operations, streamline work processes and to work cooperatively in the support of the Director of Operations, public works and other staff, management and other municipal departments.
- Perform other duties as assigned or required by the Director of Operations and the Chief Administrative Officer.

## **PART II**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge:**

The incumbent must have proficient knowledge in the following areas:

- High School Diploma or equivalent
- Successful completion of a technical course in a field directly related to municipal engineering that is approved and sanctioned by the Province of British Columbia.
- Minimum of two years of work experience related to municipal engineering.

- Knowledge of the tender process, project management and contract administration.
- Must be familiar with the preparation of construction contracts and specification documents, quality control, and shall have a thorough knowledge of the MMCD and the Village's Standard Municipal Specifications and various bylaws affecting engineering and public works.
- Ability to interpret and implement Village policies and procedures.
- Ability to interpret and implement the BC Occupational Health and Safety Act

### **Key Skills:**

- Excellent interpersonal skills, even under adverse conditions or circumstances
- Analytical and problem solving skills
- Decision making skills
- Effective verbal communication skills
- Attention to detail and high level of accuracy
- Effective written communication skills
- Stress management skills
- Time management skills
- Ability to understand and carry out job related instructions
- Ability to organize and prioritize work
- Ability to act independently and know when to refer situations to a higher level authority

### **Qualifications and Experience:**

- A Diploma in Civil Engineering Technology or a related discipline
- Experience with contract administration, consultant coordination, project management, and procurement processes
- Strong analytical, communication, and organizational skills
- Extensive knowledge of municipal engineering principles, construction methods, and regulatory requirements
- The ability to interpret and implement the BC Occupational Health and Safety Regulations
- A valid Class 5 BC Driver's Licence with an acceptable driver's abstract
- Minimum of two years' relevant experience
- Must be physically and mentally able to perform the duties of the position

### **Personal Attributes:**

The incumbent must maintain strict confidentiality in performing their duties and demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

## **PART III**

### **WORKING CONDITIONS**

The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

#### **Physical Demands**

The incumbent will spend long hours sitting and using office equipment and computers, which can cause muscle strain. They may be required to push, pull, lift and/or carry up to 20 pounds.

#### **Environmental Conditions**

The incumbent will be located in a busy, open area office and will be faced with constant interruptions and public interactions.

#### **Mental Demands**

There are a number of deadlines and public interactions associated with this position which may cause significant stress that may lead to mental or emotional fatigue.