

Assistant Engineer

Big things are happening in the City of Cranbrook, the Basecamp of the Kootenays!

Affordable living with a mix of small-town culture and big city amenities in the heart of the Rocky Mountains, the City of Cranbrook is experiencing a time of great growth and great change. We are seeking to add enthusiastic and capable professionals to our team that will be at the leading edge of many challenging and exciting opportunities. New initiatives including Official Community Plan, Downtown Revitalization Master Plan, Active Transportation Plan, Tourism Master Plan, and Infrastructure Master Plans have set the stage for decades of unique projects that can define your career.

Job Details

JOB LOCATION: On-site, Cranbrook, BC (hybrid remote work may be considered)
POSTING TYPE: Exempt
POSITION TYPE: Casual, Term
HOURS OF WORK: On an as needed basis

THE CITY OF CRANBROOK

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our city a welcoming and growing place in which to live, work and play.

ANNUAL SALARY \$53.9140 to \$65.6971 per hour, Exempt Salary Grid Band C4

POSITION OVERVIEW

Under the direction of the Manager of Engineering, the Assistant Engineer provides engineering and technical support to the Engineering and Development Services team and other City departments as required. This includes assisting with review of Subdivision applications, review of Capital Works designs, review of Civil Engineered plans and issue permits to proceed with civil works, support of Engineering reports and studies, Project Management support, and work related to Bylaws, Policies and Specifications.

KEY RESPONSIBILITIES

- Provides project management support for major department initiatives including strategic studies, master planning, and infrastructure upgrades, as well as leading and managing minor projects.
- Provides civil engineering, administrative, technical analysis, site inspection and design support for projects related to municipal infrastructure, capital works projects, and subdivision review.
- Supports Approving Officer functions and development oversight, if required, and assists with the review of all subdivision applications and drafts Preliminary Layout Approval documents as required.
- Prepares and/or reviews bylaws, agreements, policies and procedures as it applies to the functions of the Engineering and Development Services Department. Assists in preparation of reports for Senior Management and for Council consideration.
- Has a good understanding of the Municipal Act and remains abreast of legislative changes which may impact current or established projects, City policies and procedures.
- Maintains liaison with a variety of internal and external contacts and provides advice, direction and assistance within established City policy and guidelines.
- Provides information and assistance to developers, contractors, consultants, business officials, and

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma
- University Degree in Civil Engineering or Diploma in Civil Engineering Technology

LICENSES / CERTIFICATES

- Valid Class five (5) Driver's Licence.
- Registered with EGBC as an EIT or P. Eng, or registered with ASTTBC as Civil Tech.

EXPERIENCE

- Minimum three (3) years experience preferred in a local government setting.

SPECIFIC SKILLS

- Proficient in computer use, Microsoft Office, spreadsheets, and word processing, etc.
- Proficient in estimating, measuring and recording quantities of materials.
- Knowledge of Provincial/Federal regulations and guidelines affecting Land Development and Municipal Infrastructure.
- Must have the ability to read, interpret and evaluate engineering drawings, engineering reports, and subdivision applications.
- Excellent verbal and written communication skills.
- Demonstrated ability to exercise considerable tact, courtesy and diplomacy in dealing with members of the public, other agencies and staff.
- Excellent organizational and time management skills.

SPECIAL REQUIREMENTS

- High degree of initiative and sound judgement.
- Demonstrated ability to work with minimal supervision
- Demonstrated ability to perform all of the duties outlined in a safe manner following established City policies and procedures; WorkSafeBC
- Possess working knowledge of City of Cranbrook Contract and Specifications for Municipal Services, MMCD standards, and general municipal engineering construction practices and procedures.
- This position is privy to sensitive developer and consultant information; confidentiality is required.
- Police Information Check.

CLOSING DATE: 07/09/2026