

JOB DESCRIPTION 2017

Engineering Technologist

POSITION OVERVIEW:

Under the direction of the Manager of Operations or designate, the Engineering Technologist is generally responsible for assistance in providing engineering technical services such as consultation, data management, design, implementation and inspection of capital projects, infrastructure and natural assets. Includes various other duties as assigned in alignment with City Bylaws, policies, departmental asset management programs, capital planning, annual budget and customer requests.

DUTIES:

The duties of the Engineering Technologist will include, but not be limited to the following:

1. Work with Coordinators with work order and setup in asset management system.
2. Collect construction information, field data, records and maps and transfer to asset management system.
3. Ensuring that all required records are kept up to date.
4. Environmental monitoring, data gathering and input of GIS data.
5. Record and map annual maintenance programs for Outside Works.
6. Set up and maintenance of an organized filing system for Outside Works.
7. Assist with inspection and monitor municipal service construction projects. Ensure design requirements and specifications are adhered to.
8. Assist with preparing applications and updates for grants related to departmental projects.
9. Assist with inspection of contracted construction and capital projects, project management and contract administration, and review/monitor of progress payments.
10. Collecting, validating and analyzing utility data
11. Review of engineered construction drawings and subdivision development to ensure compliance with applicable bylaws as per referrals process.
12. Take care and control of Excavation Permits and BC 1 calls.
13. Preparation, distribution, and advertising of RFP's, RFQ's, EOI's, contract documents and specifications; assist with the preparation and check of tenders, analyze and tabulate bids, and provide recommendations.
14. Research purchases according to the approved operations budget and purchasing policy as directed.
15. Work with Coordinators ensuring appropriate inventory of supplies and equipment is maintained in accordance with departmental budget.
16. Assist with preparation of conceptual drawings and departmental reports when required.
17. Support coordination relating to event requests.

Ratified By: CUPE Local 4728 & The City of Grand Forks,



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18. Work with and/or for other departments when required.
19. Work with students in provision of data analysis and data management.
20. All other related duties as assigned.

QUALIFICATIONS:

- Minimum 2 years' post-secondary education with preference for a diploma in Civil Engineering Technology and additional training in: local government administration, asset management, or other related systems
- 5 years' design and inspection in municipal engineering with necessary knowledge of engineering design, surveying, mathematics, MMCD specifications, drafting principles, practices, procedures and techniques relating to land development, surveying, planning, processing construction and municipal engineering work
- Eligibility for membership as an Applied Science Technologist with ASTTBC
- Demonstrates course work and experience with GIS and database systems
- Demonstrated knowledge of process for the Municipal water, waste water infrastructure standard practices, and maintenance.
- Demonstrated knowledge of municipal bylaws, regulations, engineering standards, policies and procedures relating to local government.
- Demonstrated knowledge of computer software applications including but not limited to Microsoft Office Suite and database management.
- Demonstrated ability to read maps, plans and blueprints.
- Demonstrated ability to communicate effectively, both verbally and in writing, with staff, outside agencies and members of the public. Must possess good interpersonal skills.
- Keep up to date with Occupational Health and Safety program training.
- SCADA knowledge would be an asset.
- Must possess B.C. Driver's License Class 5 (Driver's Abstract will be required.)

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