



DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION: **ENGINEERING TECHNOLOGIST**

REPORTS TO: Director of Infrastructure Services

SUPERVISES: Not Applicable

POSITION SUMMARY

Reporting to the Director of Infrastructure Services, the Engineering Technologist assists in all aspects of processing engineering-related projects, such as capital plans, utility operational upgrades, road and drainage improvements, development applications, bylaws, and policy writing. Tasks include processing drawings and permits, performing site inspections, and creating drawings in AutoCAD.

The Engineering Technologist provides administrative support to the District of Infrastructure Services in procurement processes, drafting reports to Council, conducting records management duties, conducting field studies and other administrative tasks as required. This position also works closely with the Infrastructure Services Superintendents to support their operations.

This position liaises with and responds to inquiries from the public, consultants, developers and internal staff regarding municipal services, engineering projects and processes; providing technical support as required.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- Minimum of two years' experience in a municipal engineering or technologist role, with a focus on water and sewer infrastructure.
- An accredited 2-year diploma in applied science or civil engineering technology at a recognized technical institute or equivalent as a Civil Engineering Technologist.
- Eligible for Membership in the Association of Applied Science Technologists and Technicians of BC
- Ability to effectively apply the principles and practices of civil engineering.
- Working knowledge and understanding of relevant provincial and federal legislation.
- Proven analytical abilities to interpret engineering plans, conduct technical assessments, and develop data-driven recommendations.
- Ability to consider the financial implications of actions including the effective and efficient expenditure of allocated funds.
- Ability to accurately read maps, legal surveys, and development and engineering plans.
- Excellent interpersonal and written and oral communication skills, including the ability to establish and maintain effective working relationships with internal and external contacts.
- Ability and skills to operate a computer utilizing Microsoft Office.
- Ability to work well independently and as part of a team.

- Ability to organize, coordinate and complete tasks and projects efficiently.
- Ability to collect, analyze and interpret plans, specifications, contracts and other materials, and to submit conclusions and recommendations in reports and graphic presentations.
- Ability to effectively perform complex technical research and analysis.
- Ability to prepare and maintain records, reports, correspondence, and various other materials related to the work.
- Valid BC Driver's License, Class 5.

PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- Contract Administration experience.
- Ability to create drawings using AutoCAD.
- Ability to use GIS for performing geo-spatial data processing, spatial analysis, map interpretation, and creating maps and graphics for a variety of uses.
- Experience working with a consulting organization or other municipality on construction or land development projects is considered an asset.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Perform a range of routine engineering functions and project management functions in support of the Director of Infrastructure Services such as cost estimates, logistics, field work, project specifications, correspondence, business cases and draft reports.
- Manage and co-ordinate municipal infrastructure works including but not limited to water, sanitary sewage, storm and road system upgrades with developed best practices and in compliance with Municipal, Provincial and Federal regulations as applicable.
- Provides general and technical support for Utility Supervisors and operators in the provision of water and sewer services.
- Perform site inspections for municipal capital and development driven projects.
- Assist with record keeping and maintain infrastructure records.
- Liaise with engineering consultants and supervise and direct contractors for the successful construction of municipal capital, maintenance, and operating projects.
- Providing technical information and assistance to District staff, independent consultants, contractors, and the public.
- Responds to inquiries from residents, utility companies, engineers, developers, and other stakeholders related to City infrastructure.
- Reviewing Road Use Permits and soil deposition permits, and providing inspections.
- Conducting field studies to assess sightlines, traffic speed and volume, stop sign compliance, and parking volumes and duration.
- creating drawings related to the work using AutoCAD.
- Maintain GIS data and prepare maps and other GIS based resources.
- Assist in the development and evaluation of policies, standards, bylaws, and procedures.
- Review and recommend acceptance of as-built drawings and CCTV sewer videos
- Review and recommend acceptance of Hydro, Telephone, Cablevision and Gas Utilities (HTCG) drawings
- Develop tender, RFP, and other procurement documents and review submissions

The above statement reflects the general details considered necessary to describe the principal functions and requirements of the job identified and shall not be construed as a detailed description of all the work functions or requirements that may be inherent in the job.