

# ENGINEERING TECHNOLOGIST I (Auxiliary)

The City of Campbell River is looking for an Engineering Technologist I to work on an on-call, as-needed basis, with the potential of three (3) months of full-time work.

Working within our Community Planning and Development Services Department, you will perform a wide variety of technical tasks, including, but not limited to: general department inquiries; application reviews; various inspections; field work including data collection; and other miscellaneous assignments.

To be successful in this position you will have:

- successfully completed a relevant certificate program from a technical institute / college.
- introductory training in mapping and /or GIS applications.
- possess and maintain a valid driver's license and provide and maintain a clear drivers abstract, as per City policy.
- minimum one (1) year experience in simple design, layout, construction, and as-built recording of civil municipal projects within the past five (5) years.

The current hourly rate of pay for this CUPE bargaining unit position is \$31.86 working up to a 40-hour work week.

Please see the attached for a detailed job description that lists all the necessary qualifications for this position.

Included with your application package please provide verification of all education.

Please send your resume AND covering letter, quoting **Aux-2017-Eng1** to:



Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River BC V9W 4C7  
Fax: 250-286-5760  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

**This posting will remain open until filled.**

We thank all applicants; however, only those selected for interviews will be contacted.



## Job Description

### Engineering Technologist I (Development Services)

<b>Approval Date:</b> July, 2017	<b>Department:</b> Community Planning and Development Services	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
<b>Title of Immediate Supervisor:</b> Development Engineering and Building Supervisor		

#### General Accountability:

##### Purpose and Scope

- As a member of the Development Services Department, reporting to the Development Engineering and Building Supervisor, the Engineering Technologist I (Development Services) performs a wide variety of technical tasks in all aspects of municipal operations systems including, but not limited to: general department inquiries and correspondence; research; database and record drawing maintenance; drafting reports; application reviews; various inspections; field work including data collection; and other miscellaneous assignments.
- The Engineering Technologist I (Development Services) will, on occasion, give technical assistance to other City staff/departments as needed.

#### Nature and Scope of Work

- Work is assigned in terms of broad objectives and is reviewed for soundness of approach and general effectiveness.
- Provide a wide variety of office and field technical tasks including, but not limited to:
  - Provide Development Services front counter service and respond to telephone inquiries from clients (residents/developers);
  - Respond to BC One-Call inquiries, including investigation into utility statutory right of ways;
  - Provide utility information as requested by staff or public in accordance with departmental policies;
  - Research record drawings for infrastructure location;
  - Review and Approve Work on City Lands (WCL) Permits;
  - Review and prepare soil deposition permits for supervisor or designate's approval;
  - Field inspection work on, but not limited to: ensure WCL Permits are complied with; review condition of statutory-right-of-ways; review condition of subdivision infrastructure conditions; inspect properties related to soil deposition permits; inspect City infrastructure near building permits and data collection;
  - Manage and maintain the City's inventory of statutory right of ways and assess their ability to meet the City's specifications;
  - Assist with bylaw enforcement issues related to engineering matters;
  - Program and project coordination as required;
  - Assist with general department inquiries;
  - Create forms, application and permit templates;
  - Gather and compile information for queries, reports or insurance claims;
  - Assist in maintaining the Approved Products List as related to the Subdivision Bylaw;
  - Draw and draft projects using the Autocad program;
  - Manage and maintain the department's inventory of records drawings and documents, including plan reproduction and filing;
  - Communicate with Operations staff to ensure field observations are accurately recorded;
  - Provide plotting services to the department and others;
  - Perform quality review of data;
  - Interpret and present data in graphs, tables and reports;

- May include work with outside staff related to engineering or operations;
- Carry out research to assist with review and development of bylaws, servicing plans and other various topics;
- Remain current with changes to relevant local government, provincial and federal acts and regulations, bylaws, policies and processes, case law, and general trends and developments;
- Demonstrate accountability for safe work practices;
- Miscellaneous duties as assigned.

### **Necessary Qualifications**

#### **Knowledge:**

- Basic knowledge of standard practices and technologies in municipal engineering.
- Basic understanding of current civil engineering principles and practices relevant to the work.
- Basic knowledge of relevant construction techniques and procedures.
- Working knowledge of relevant Federal, Provincial and Municipal statutes, regulations, guidelines, policies and bylaws.
- Working knowledge of all relevant procedures\standards>manuals.
- WorkSafe BC regulations and safe work procedures.

#### **Skills:**

- Proficiency with Autocad and Microsoft Office Suite.
- Strong written and oral communication skills.
- Sound analytical and problem solving skills.
- Sound research skills.
- Sound organizational and time management skills.
- Attention to detail with high quality work standards.
- Skilled in providing excellent customer service.
- Safe work habits and practices.

#### **Abilities:**

- Ability to read and interpret design drawings and plans.
- Ability to multitask and to work under tight timelines, as well as respond to rapid and constant changes in direction and priorities.
- Ability to effectively perform tasks with minimum supervision.
- Ability to exercise sound judgment and good decision-making.
- Ability to establish and maintain effective working relationships.
- Ability to present technical material to various audiences.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

#### **Education:**

- Grade 12 or equivalent.
- Successful completion of a relevant certificate program from a technical institute/college.

#### **Training/Certification:**

- Introductory training in mapping and/or GIS applications.
- Must possess and maintain valid driver's license and provide and maintain a clear drivers abstract, as per City policy.

#### **Experience:**

- Minimum of one (1) year experience in simple design, layout, construction, and as-built recording of civil municipal projects within the past five (5) years.

### **Preferred Criteria (For External Postings)**

- Eligibility for registration as a Certified Technician (CTech) or as an Applied Science Technologist (AScT) with the Applied Science and Technologists Association of BC (ASTTBC).
- Two year diploma in engineering, water, wastewater, environmental sciences or other relevant field from a recognized post-secondary institute.