



ENGINEERING TECHNOLOGIST

\$41.26 – 43.82 per hour (Pay Grade 10 – 2024 rates)

Applications are invited for the full-time position of Engineering Technologist. Under the direction of the Senior Engineering Technologist, the Engineering Technologist carries out technical engineering work of a sub-professional nature involving the performance of moderately complex field and office assignments within a municipal engineering setting. The work of this classification is carried out under the direction of a professional engineer or senior engineering technologist but considerable latitude for the use of independent judgment and action is permitted in most phases of the work. The employee plans work assignments, obtains technical guidance where required and proceeds with program implementation and administration. Work results, reports and recommendations arising from field and office assignments are reviewed by a professional engineer or senior engineering technologist for technical adequacy and conformance with departmental standards.

If you have the following qualifications, we would like to hear from you!

Applicants must have a high school graduation, supplemented by courses in civil and structural engineering technology from an institute of recognized standing, or university graduation in the field of civil engineering. Eligibility for Membership in the Society of Applied Science Technologists and Technicians of B.C. together with an applied Science Technologist (AScT) or Certified Engineering Technologist (C.E.T.) designation. Applicants must have a minimum of four (4) years progressively responsible experience in a related field of work. Additionally, a valid B.C. driver's license (Class 5) is required.

This position is a Union position and is subject to the terms and conditions in the collective agreement between District of North Saanich and the Canadian Union of Public Employees Local 374. More information on this opportunity is available for review in the Employment section of the North Saanich website at www.northsaanich.ca.

Interested applicants should forward their resumes and cover letters quoting competition number **24-19**, on or before **4:00 PM Monday, June 24th, 2024** to:

Rachel Dumas, Deputy CAO / Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca

The District of North Saanich thanks all applicants however, only those selected for an interview will be contacted.



DISTRICT OF NORTH SAANICH

Department: Infrastructure Services

Position Title: Engineering Technologist

Effective Date: February 2001

Revised Date: June 2024

Reports to: Senior Engineering Technologist

Positions Supervised: N/A

Position Summary

This is technical engineering work of a sub-professional nature involving the performance of moderately complex field and office assignments within a municipal engineering setting. The work of this classification is carried out under the direction of a professional engineer or Senior Engineering Technologist but considerable latitude for the use of independent judgment and action is permitted in most phases of the work. An employee plans work assignments, obtains technical guidance where required and proceeds with program implementation and administration. Work results, reports and recommendations arising from field and office assignments are reviewed by a professional engineer or senior engineering technologist for technical adequacy and conformance with departmental standards.

Key Responsibilities

- Acts as liaison with public utility companies, other municipalities and government agencies, land developers, engineering consultants and contractors concerning various project proposals, land usage, new or revised utility installations and service hook-ups.
- Reviews proposed construction drawings, inspects utility installations and service hook-ups consulting with a professional engineer on such matters where required and prepares follow up notices of approval, correspondence, billing notices and related departmental documentation.
- Prepares preliminary and final construction drawings for municipal engineering projects of moderate complexity, completes technical design calculations, prepares specifications, estimates construction costs and carries out site inspections on work in progress.
- Conducts research into specific engineering problems as directed by a professional engineer, prepares reports recommending remedial action, prepares work orders for public works and utility crews and provides technical support and advice as required.
- Assigns work and provides technical guidance to a junior engineering technologist or draftsman assisting on various municipal projects or work programs.

- Maintains detailed computer mapping and record systems by inputting engineering field data into various computer databases.
- Employs computer assisted drafting equipment (CAD) and specialized computer software to assist with the establishment of various information data bases for municipal engineering use.
- Conducts engineering field surveys using standard survey instruments.
- Produces maps, charts, posters, signs, drawings and displays required for various presentations to Municipal Council and the public.
- Prepares tender documents and related specifications for parks and public works projects being contracted out.
- Administers regulatory by-laws related to soil deposits and soil removal, conducts investigations, issues permit approvals, conducts field and office meetings, handles complaints, issues correspondence, and prepares reports and recommendations for senior municipal staff and elected officials where required.
- Reviews applications for construction permits, residential services and driveway permits to ensure conformance with municipal engineering standards.
- Deals with complaints concerning parks and public works issues and initiates remedial action where required.
- Maintains liaison with a variety of internal and external contacts regarding specific aspects of work programs, assists in preparing budget estimates for proposed capital projects, local improvements and various maintenance, development, and construction work within the municipality.
- Performs a variety of related office and clerical duties including filing, indexing, photocopying, blueprinting, map sales and the ordering of drafting supplies.
- Performs other related work of a technical nature as required.

Minimum Qualifications

Education and Certification:

- High school diploma, supplemented by courses in civil and structural engineering technology from an institute of recognized standing, or university graduation in the field of civil engineering.
- Eligibility for Membership in the Society of Applied Science Technologists and Technicians of B.C. together with an Applied Science Technologist (AScT) or Certified Engineering Technician (C.E.T.) designation.
- Possession of a valid B.C. driver's licence (Class 5).

Experience:

- Minimum of four (4) years progressively responsible experience in a related field of work.

Knowledge, Skills, and Abilities

- Considerable knowledge of engineering principles related to the field of civil and structural engineering.
- Considerable knowledge of the materials, methods and techniques applicable to municipal public works programs.

- Thorough knowledge of engineering survey and drafting methods and techniques including the use of computerized drafting equipment and related software.
- Knowledge of records management and the need for documentation in all municipal engineering work.
- Ability to work independently while carrying out field investigations, inspections, and site meetings and to resolve engineering problems with limited support from a professional engineer.
- Ability to interpret and prepare engineering plans and maps and to ensure that work performed adheres to established engineering standards and principles.
- Ability to plan, assign, and supervise the work of one or more junior engineering technologists or draftspersons and to provide needed technical support to public works field crews.
- Ability to establish and maintain effective working relationships with other employees, contractors, consulting engineers, corporate or agency service representatives and the general public.
- Ability to carry out work assignments in an accurate and timely manner.
- Skill in the use of personal computers and those software programs related to the work.
- Skill in the use of survey and drafting materials commonly found in a municipal engineering department.
- Good communication skills in oral and written forms.