

Job Information

Job title	Engineering Technician II	Job Code: ENGTC2	Pay Grade: G
Title of immediate supervisor	Engineering Supervisor		
Department/Division	Engineering		
Prepared by	N. Pallan		
Date Created	Dec 2015	Revised date	Feb 2021

Job Purpose

Performs technical work at a semi-professional level under the direction of a more senior technician and the work is generally related to municipal engineering (transportation, traffic, water, sanitary sewer, storm drainage). Duties include reviewing and responding to inquiries received from the public, conducting data collection and analysis in support of studies and investigations, preparing engineering design drawings, providing support to more senior technicians in completing their assignments. Manages projects as defined within the framework and guidance developed by the Project Management Office.

Duties and Responsibilities

- Receives and reviews complaints from the public, staff and developers. Recommends resolution to senior Technician, Supervisor or Manager. Implements resolution, as directed.
- Prepares, using AutoCAD Civil 3D, designs of proposed civil works in sufficient detail that they can be used for construction purposes or files can be transferred to others to design the works in detail.
- Reviews proposed development / capital project engineering design drawings and provides comments related to position discipline, applying Saanich Engineering Standards.
- Acts as a project inspector and/or project manager for smaller engineering capital projects as required.
- Conducts field data collection and analysis. Summarizes findings in report format suitable for presentation to senior staff and/or advisory committees.
- Uses ESRI GIS to compile, store, manipulate and output data; prepares presentation maps as required.
- Represents the municipality at and assists in Open Houses, Workshops and other citizen participation projects.
- Establishes and maintains relationships and regular liaison with municipal crews, contractors, engineering consultants, utility companies, suppliers, government agencies, public, internal project committees and advisory groups, and any other project stakeholders.
- Provides information to senior staff regarding progress made or difficulties encountered on assigned tasks.
- Uses a variety of computer programs to analyse data and perform necessary engineering calculations.
- Maintains complete project records.
- Prepares correspondence and technical documents as directed.
- Assists a Senior Engineering Technician with field or office projects.
- Performs other related duties as required.

Qualifications

- Two year Diploma in Civil Engineering from a recognized institution.
- Three months of related experience.
- Eligible for registration with the Applied Science Technologists and Technicians of BC.
- Conversant with computer based engineering applications.
- An equivalent combination of education and experience may be considered.

- Valid Class 5 BC Driver's Licence and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment and out in the field.