

Job Information

Job title	Engineering Technician IV	Job Code: ENGTC4	Pay Grade: O
Title of immediate supervisor	Senior Manager, Manager or Engineering Supervisor		
Department	Engineering		
Prepared by	N. Pallan		
Date Created	Aug 19, 2015	Revised date	April 1, 2020
Dept Head Signature	H. Machielse	Date	April 1, 2020

Job Purpose

Performs technical work at a semi-professional level. Involves both field and office assignments related to the field of civil engineering design, transportation, underground utilities and land development. Performing a variety of engineering duties including inspection of construction projects, reports of activities undertaken, liaison with the public or consultants, prepares conceptual, preliminary and final design drawings. Performs contract administration and project management. May direct junior staff doing work on a specific project when required.

Duties and Responsibilities

All Sections:

- Carries out studies and investigations relating to design of water supply systems, waste water and storm water collection and disposal systems, transportation projects, public transit facilities and street light systems, to determine costs for upgrading existing facilities or the construction of new facilities.
- Designs and using AutoCAD, drafts, multi discipline projects including a mix of two or more of transportation projects, waterworks, sewer or drainage systems, street light systems and transit operation facilities.
- Prepares detailed estimate of quantities for all capital construction projects.
- Investigates issues and problems in the field arising from written and oral requests from general public.
- Assembles and analyzes data on transportation, storm, water and waste water flows and works with computer programs related to same.
- Prepares streetscape concept plans for presentation to Mayor and Council and general public.
- Acts as a project inspector for engineering capital construction programs, including progress, quality inspection and issuance of site instructions to public works crews to ensure conformance with design specifications.
- Reviews Public Utility and private consultant engineering designs to ensure conformance with municipal specifications, and compatibility with existing and proposed municipal services.
- Responds to complaints and enquiries from the public concerning municipal projects, elicits public input during the design process.
- Prepares written correspondence to the general public, outside agencies and other parties. May draft reports and correspondence for Engineers.
- Provides information to Engineers, a Senior Engineering Technician or Engineering Technician V regarding progress made or difficulties encountered.
- Checks the work of drafting support staff and surveyors assigned to assist on certain projects.
- Maintains complete notes of each design.
- Assumes responsibility for complete project coordination including work scheduling, budget details, inter-agency coordination and public relations.
- Represents the Municipality at open houses, workshops and public meetings.
- Controls and coordinates work on multiple projects.
- Maintains regular liaison with engineering consultants, contractors, utility companies, suppliers, government agencies, municipal design/operations personnel, public and other involved parties.

- Performs other related duties as required.

AutoCAD:

- Provides technical advice and assistance to users, customization for AutoCAD users, develops and conducts user training; demonstrates system capabilities and procedures; responds to user problems and resolves same or contacts vendor for technical assistance
- Coordinates the ongoing Engineering software design, development, implementation and technical training for all Auto CAD users; researches and recommends software components; prepares and presents recommendations; represents the department on various internal and external committees.
- Plans and manages AutoCAD licenses, updates and staff training.

Qualifications

All Sections:

- Two year diploma in Civil Engineering from a recognized institution.
- Five years of directly related experience.
- Eligible for membership in Applied Science Technologists and Technicians of British Columbia.
- Conversant with computer based engineering applications.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.
- A personal vehicle, that meets the requirements described in the Transportation policy, available for use as and when required.

AutoCAD:

- Eligible for a Certified AutoCAD Trainer designation from Autodesk.

Physical Requirements

Physically able to undertake the field inspections.

Working Conditions

Works in an office environment and out in the field.