



## JOB CLASSIFICATION DESCRIPTION

### ENGINEERING TECHNOLOGIST I

DATE REVISED: June 2020

#### **Job Summary:**

Under the direction of a supervisor, this is an entry level technical position involving both office and field assignments which are municipal civil engineering in nature. The position supports staff in preparing AutoCAD drawings for capital projects including: roads, drainage, water and sewer utilities, parks, building and traffic facilities, reviewing development design submissions, writing correspondence identifying engineering requirements for approval of proposed developments, observing construction of civil works, estimating and coordinating design and servicing works with public utilities, organizations, and other agencies or other duties as assigned.

#### **Primary Duties and Responsibilities:**

##### **Land Development Tasks:**

- Assist with production of engineering review comments
- Review design submissions (plans, reports and calculations)
- Review and recommend acceptance of as-built drawings and CCTV sewer videos
- Review and complete BC calls
- Review and recommend acceptance of Hydro, Telephone, Cablevision and Gas Utilities (HTCG) drawings
- Spot inspections of development projects
- Attend design and construction meeting and take minutes
- Answer inquiries from the public and developers at permit counter
- Track development application status
- Write letters and memorandums
- Maintain engineering standards

##### **Capital Projects:**

- Prepare prelim and final detailed design drawings using AutoCAD and Civil3D
- Assist with preparing tender specification documents
- Arrange and attend pre-construction and progress meetings
- Observe construction progress
- Assist with checking tender submittals, evaluation and prepare progress payments certificates
- Write letters, memorandums and reports
- Prepare graphics and display boards for public meetings
- Arrange for surveying, materials testing and final inspections

- Prepare cost estimates for capital projects and grants
- Coordinate scheduling and phasing of projects with public utilities
- Complete basic field survey tasks and data collection
- Maintain project files, plans and reference library
- Maintain infrastructure master plans
- Coordinate capital projects with other departments

**Necessary Qualifications:****Knowledge:**

- Knowledge at the technical level of principles and practices of civil engineering applicable to municipal design and construction
- Knowledge of engineering methods, techniques, materials and equipment used in the design and construction of municipal services and utilities
- Knowledge of current literature, trends, and development in design and construction
- Working knowledge of the occupational hazards and safety requirements of the work
- Working knowledge of the City of Parksville safe work procedures and policies and WorkSafeBC's act and regulation

**Skills/Abilities:**

- Skilled in the use of the latest version of AutoCAD, current Windows operating systems, Microsoft Word Excel
- Ability to carry out engineering design functions at the technical level
- Ability to express ideas effectively, both orally and in writing

**Education:**

- A Diploma in Civil Engineering Technology from an accredited Technical Institute.

**Training/Certification:**

- Possession of a valid Class 5 B.C. Drivers Licence and good driving record.

**Experience:**

- A minimum of two (2) years of Municipal engineering experience.

OR an equivalent combination of education and experience.

**Working Conditions:**

- May be required to work alone and follow the Working Alone Safe Work Procedure.
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***The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.***