

ESQUIMALT POSITION DESCRIPTION

Pos. No: 850

EFFECTIVE DATE : 2024

Reviewed: February 2024

Approved by: Engineering Manager

Position Title:	Engineering Technologist II
Department/Division/Section:	Engineering

POSITION FUNCTION

Responsible for supporting the Township by carrying out all survey, layout, and inspection for construction projects. Provide survey and inspection services for asset data collection records. Its secondary function is the provision of technical support to the Engineering and Public Works Departments, and other municipal departments as needed

KEY DUTIES

Use manual and electronic survey equipment to collect information for new projects, prepare and complete construction layouts and collect 'as-built' information.

Complete survey plans, design drawings, recording of 'as-built' information and amendments to Cadastral and all infrastructure base maps using computerized drafting equipment.

Prepare new digital permanent records for municipal services, infrastructure, and zoning maps.

Assist with design work for surface work and underground services; carry out field layout for work performed by municipal crews and private contractors.

Provide technical support to the Engineering Department, Engineering Manager, and senior engineering technologists (e.g., site inspections, project administration, drafting services, and survey support).

Conduct site inspections to review and coordinate works performed by municipal crews and private contractors.

Maintain the Township's asset management database, including tracking repairs and replacements of assets.

Identify assets that are in need of repair or replacement and conduct preliminary cost estimates.

Review asset data for quality and completeness, and how it compares to historical data.

Assist Engineering Department with processing road permits and boulevard permits.

Answer inquiries from the public and staff on infrastructure and mapping.

Operate miscellaneous devices (e.g., pipe finder) and operate a vehicle for transport of crew and equipment.

Review designs of services developed by utility companies.

Maintain supplies and survey equipment for the department.

Perform related duties where qualified.

INDEPENDENCE

Position reports to the Engineering Manager but takes direction from the Public Works Manager and other senior positions within the division.

Tasks that are self-generated are completed according to established engineering principles, guidelines, and policy. Tasks are self-generated as well as assigned.

Issues involving public complaints, interpreting Municipal policy, hiring, or discipline of staff and equipment purchases are referred to the Manager of Engineering.

WORKING CONDITIONS

Physical Effort:

Operate computer keyboard and digitizing tablet (frequent).

Lift and move heavy materials such as access port castings (frequent).

Mental Effort:

Short periods of concentration while conducting mapping and survey calculations, operating computer or entering data and manual drafting (frequent) and meeting multiple deadlines (frequent).

Visual/Auditory Effort:

Focus on drafting, survey instruments, drafting and computer terminal (frequent).

Work Environment:

Office (frequent).

Work in close proximity to moving traffic and heavy equipment (often).

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Knowledge and understanding of all aspects of asset management, surveying, mapping, and civil engineering design.

Ability to read and interpret engineering plans and drawings.

Ability to communicate effectively verbally and in writing.

Working level knowledge of computerized drafting applications and geospatial databases.

Ability to plan, organize, and prioritize the work of a unit; train and mentor staff; contribute to performance feedback; and assist in the hiring and promotion of staff.

Ability to interpret data for its value as historical information and as indicators for future works programs, under minimal direction from senior staff.

Excellent customer service skills, interpersonal skills, and ability to interact with the public in a courteous and tactful manner.

Ability to operate standard engineering office equipment, computers, and software.

Willingness to maintain technical knowledge and learn new technology or software.

Willingness to continually improve.

Ability to follow policies and procedures.

QUALIFICATIONS
Formal Education, Training, and Occupational/Professional Certification: Diploma in Civil Engineering or Survey Technology including registration in Applied Science Technologists and Technicians of BC. Current and valid class 5 BC driver's licence. Appropriate computer training and experience. Experience: 2 years of progressive experience in a municipal or similar environment. Or: An equivalent combination of education and experience.
OTHER
Length of time to become familiar with job duties and responsibilities: 6 months. May be requested to substitute in a more senior position.