

ENGINEERING TECHNICIAN IV

DEFINITION

This is technical work performed at a semi-professional level under the supervision of a more senior technician or a professional engineer. The work requirements are similar to, but less demanding than, those of an Engineering Technician V. The work is generally related to the field of civil engineering design, involving both field and office assignments. There may be occasional involvement in electrical or mechanical design, and giving direction to junior staff doing work on a specific project. Incumbents work without close supervision except when involved in more complex design and specification projects.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Under general direction, 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 detailed cost estimates for cash-in-lieu payments from developers, concept plans and future capital construction projects.
- Prepares streetscape concept plans for presentation to Mayor and Council and general public.
- May be required to develop or modify computer programs necessary for engineering calculations.
- 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.
- May check the work of drafting support staff and surveyors assigned to assist on certain projects.
- Responsible for maintaining complete notes of each design.
- Assumes considerable 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.

- Other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Sound working knowledge of the principles and practices of civil engineering relevant to the position.
- Familiarity with relevant provisions of all appropriate Federal, Provincial and Municipal Acts, bylaws, and regulations.
- Working knowledge of AutoCAD
- Working knowledge of computer based engineering applications such as AutoCAD, GIS, computer modelling and spreadsheets.
- Ability to prepare finished design drawings in a computerized working environment.
- Ability to communicate effectively in writing.
- Ability to prepare and deliver presentations.
- Ability to train and instruct staff.
- Ability to effectively and efficiently plan, organize and manage workloads and projects, set priorities, meet deadlines, and work under pressure.
- Ability to effectively use standardized corporate software applications i.e. word processing, spreadsheets, email, internet and databases.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- A Diploma in Civil Engineering from a recognized institution.
- Five years directly related experience.
- Eligible for membership in Applied Science Technologists and Technicians of British Columbia.
- Conversant with computer based engineering applications.
- Possession of a valid Class 5 Driver's License and a personal vehicle, that meets the requirements described in the Transportation policy, available for use as and when required.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations. Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Maintain an up-to-date knowledge of the provisions and requirements of the statutes, Bylaws, and regulations affecting the Division.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any

service or presumed service performed by him/her as an employee.