

STUDENT ENGINEERING TECHNICIAN

Engineering Department

DEFINITION

Under the direction of an Engineering Technician, assists in a variety of engineering duties including field work, engineering calculations, AutoCAD drawing preparation, water sampling and quality testing and data collection of traffic patterns. A supervisor issues detailed instructions on all but very routine duties and frequently inspects work during progress and upon completion.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Assists an Engineering Technician on field or office projects.
- May conduct sampling and analysis of stream and waste water quality.
- Summarises findings in a draft report format.
- Use of AutoCAD software to produce civil engineering drawings.
- Use of spreadsheet software to perform engineering and cost estimate analysis.
- Performs basic mathematical calculations related to a variety of engineering software programs.
- Assists with site investigations when required.
- Conducts field data collection for pedestrian, cyclist and traffic flows.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Knowledge of basic civil engineering or transportation planning principles.
- Working knowledge of AutoCAD.
- Working knowledge of spreadsheet and word processing software.
- Ability to read and interpret survey and engineering plans and specifications.
- Ability to communicate effectively in writing.
- 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:

- Completion of 1 year post secondary education.
- Enrolment in a full time post secondary education program is mandatory.
- Preference will be given for those enrolled in an Engineering Program at a University or Technical Institution.
- A valid B.C. driver's licence.
- Physically fit to perform field duties.
- One month work experience.

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.
- 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.