

# The Corporation of the District of Oak Bay

## Job Description



<b>Job Title:</b>	<b>SENIOR ENGINEERING TECHNICIAN</b>	<b>JEPE Number:</b>	#1060
<b>Department:</b>	Engineering & Public Works	<b>Pay Grade:</b>	14A – Schedule A
<b>Area:</b>	Engineering	<b>Position Status:</b>	Regular – Full Time
<b>Location:</b>	Municipal Hall	<b>Position Type:</b>	Union
<b>Supervisor:</b>	Deputy Director of Engineering & Public Works	<b>Last Updated:</b>	September 2022

### Job Purpose:

This position reports to the Deputy Director of Engineering & Public Works and is responsible for the delivery of a wide range of complex municipal engineering projects and services, along with analysis and modeling of water, sewer and drainage infrastructure systems. The exercise of considerable independent judgement is required within the bounds of approved budgets and departmental priorities. The position primarily consists of technical responsibilities; field work is regularly required.

### Duties and Responsibilities:

- Prepares designs, plans and specifications, or performs contract administration for consulting engineering work to produce designs, plans and specifications, for water distribution, sewage collection and stormwater collection systems in roads and rights of way, primarily involving the replacement or rehabilitation of existing systems; as well as surface works (road reconstruction, sidewalks, traffic islands and medians).
- Prepares designs, plans and specifications, or performs contract administration for consulting engineering work to produce designs, plans and specifications.
- Prepares cost estimates for capital budget and long term forecasting purposes for a wide range of municipal infrastructure projects.
- Liaises with suppliers of equipment for the purpose of developing capital cost estimates and coordinating work with municipal crews.
- Oversees junior technicians in the preparation of estimates and designs for less complex projects such as the servicing of small subdivisions, driveway construction and service connections.
- Applies modeling programs to assist in determining design parameters.
- Liaises with Public Works staff on technical issues, budgeting and scheduling.
- Makes recommendations on technical issues to senior engineering staff, including preparation and delivery of reports, presentations, and briefings.
- Meets and negotiates with property owners on engineering issues which may be non-routine from both technical and policy points of view.
- Responds to inquiries from and provides information to contractors, homeowners, municipal employees, utility companies and others regarding municipal services and other issues within the jurisdiction of the Engineering & Public Works Department.
- Oversees and participates in engineering survey work.
- Develops, maintains, preserves and updates a variety of engineering electronic databases.
- Acts as project manager and/or contract administrator for contracted infrastructure work.
- Attends senior staff, council, committee and intermunicipal meetings where required to provide technical advice or to represent the interests of the municipality.

- Analyzes traffic issues using data gathered in the field along with traffic engineering principles.
- Performs a wide variety of related duties in keeping with the mission of the Engineering & Public Works Department.

#### **Required Knowledge, Abilities & Skills:**

- Thorough knowledge of municipal infrastructure and traffic engineering design and construction principles and methods.
- Thorough working knowledge of surveying principles and methods, with ability to apply with accuracy in the field using standard survey equipment and technology.
- Facility with modeling, design, drafting, GIS, SCADA and other specialized software used in infrastructure design, reporting, monitoring, forecasting and long-term planning.
- Proficiency with standard office applications such as MS Office Suite; working knowledge of IT network principles.
- Proficiency in accurately estimating quantities of materials, labour, equipment and contract services required for the development of capital project budgets.
- Strength in applying mathematical, engineering and analytical principles to complex engineering and technical problems.
- Strong aptitude for learning new procedures and making effective use of changing technology affecting the engineering field.
- Ability to work productively under deadlines.
- Ability to exercise initiative in the implementation of procedures that enhance the service provided by the Engineering & Public Works Department.
- Ability to prepare clear written reports with recommendations supported by objective analysis.
- Ability to provide technical direction to subordinate staff.
- Thorough working knowledge of municipal bylaws and regulations relating to engineering issues.
- Ability to deal with contractors, homeowners, municipal employees, utility companies and others with professionalism, courtesy, tact, while maintaining independence and objectivity in the application of regulations and bylaws.
- Ability to work cooperatively and productively with municipal employees inside and outside the Engineering & Public Works Department, and to provide timely and accurate engineering technical support when required.

#### **Qualifications:**

- Graduation from an applied science or engineering technology program of not less than two years' duration accredited by the Canadian Technology Accreditation Board; augmented by five years' experience directly related to the core work of the position.

#### **Required Licenses, Certifications and Registrations**

- Certification as an Applied Science Technologist in British Columbia.
- Possession of a valid British Columbia Class 5 driver's license and a personal vehicle that is suitable for use as and when required.
- Master Municipal Contract Documents Administrator's Course- (16 hours plus exam time)