

## The Corporation of the District of Oak Bay Job Description

<b>Job Title:</b>	<b>ENGINEERING TECHNICIAN</b>	<b>JEPE Number:</b>	#1105
<b>Department:</b>	Engineering and Public Works	<b>Pay Grade:</b>	12 – Schedule A
<b>Supervisor:</b>	Manager of Engineering, Development Services	<b>Position Status:</b>	Regular – Full Time
<b>Effective Date:</b>	January 2003	<b>Position Type:</b>	Union
<b>Reviewed or Amended Date:</b>	May 2026	<b>Approved By:</b>	Deputy Director of Engineering and Public Works

### Job Purpose:

This position provides technical support for the maintenance of the District’s Geographic Information System (GIS) and assists with asset data management and capital renewal documentation. The role supports Public Works by preparing technical data for work packages and assisting with the alignment of Engineering records and field data. Key duties include updating GIS asset records, documenting field-collected data, and assisting with the processing of as-built drawings. The position also performs basic field surveys and data collection to support design and condition assessments.

### Duties and Responsibilities:

- Processes applications for municipal services (storm sewer, sanitary sewer, water, main extensions, driveway crossings, hydrants, sidewalk); develops cost estimates for payment by applicant.
- Performs survey work required for the installation and maintenance of municipal infrastructure; maintains field notes and sketches; reduces field notes to cross sections and profiles; uses available technology such as GPS or other portable devices suitable for field work.
- Collects and records survey information relative to municipal infrastructure; uploads to central database or corporate systems.
- Guides auxiliary seasonal employees in tasks such as survey layout, field data collection, cross-connection investigation and public relations.
- Under supervision, prepares basic design layouts and cost estimates for small public works and capital renewal projects.
- Responds to technical inquiries from and provides information to contractors, homeowners, municipal employees, utility companies and others providing accurate information on municipal infrastructure and servicing requirements.
- Generates routine work orders for Public Works Department, including direct liaison and site support for Public Works crews to provide field layout, clarify site conditions, and confirm completed works.
- Uses video equipment to inspect condition of sewer and storm drain mains; maintains, interprets and analyzes video inspection records to inform renewal planning.
- Performs routine engineering data input for Geographic Information System (GIS); generates reports or work orders from the GIS database.
- Maintains and updates a variety of records, including as-built drawings, and engineering records using CAD and GIS tools.
- Sets up and downloads information from traffic counters and performance devices for inclusion in traffic and infrastructure reports.

- Maintains contacts, attends meetings and interacts with personnel in other local governments on a variety of engineering matters.
- Checks for cross-connections and other potential environmental hazards to support system compliance.
- Carries out drafting tasks such as plotting profiles and cross-sections and preparing design drawings for roads and other public works projects;
- Performs other related technical and operational duties in support of the Engineering Department.

#### **Demonstration of the District's Workplace Values - CARE:**

- **Connected** means we serve the community and each other with friendliness, kindness, professionalism, and respect – working as one team, sharing knowledge and supporting one another.
- **Accountable** means we do what we say we will do, take pride in our work and act with integrity.
- **Responsive** means we believe that finding better ways to serve is part of our growth and that progress and personal connection can co-exist.
- **Effective** means we deliver sustainable results in ways that nourish people.

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

- Thorough working knowledge of municipal engineering operations, with a focus on maintenance coordination, asset management, and capital renewal delivery.
- Strong aptitude for learning new procedures and making effective use of changing technology affecting the engineering field.
- Demonstrated skillset and effectiveness with GIS (e.g., ESRI platforms) for asset data management, and report preparation; experience maintaining accurate infrastructure records; basic working knowledge of manual and computer-aided drafting techniques and programs, along with standard office spreadsheet, database and word processing software.
- Thorough working knowledge of basic surveying principles and methods, with ability to carry out layout, grade verification, and data collection using GPS, total station, and related equipment..
- Good working knowledge of municipal bylaws and regulations relating to engineering issues.
- Ability to apply municipal engineering technical and mathematical principles, formulas, techniques and concepts to the resolution of concrete technical issues and problems.
- Ability to integrate field data with GIS and CAD systems, ensuring alignment between survey data, asset records, and as-built information.
- Ability to interpret and apply engineering technical data, plans, specifications and prepare quantities, cost estimates, and basic project scopes to support maintenance and capital planning.
- Strong organizational skills and attention to detail in maintaining records, asset data, and documentation.
- Work effectively 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 Department, and to provide timely and accurate engineering technical support when required.
- Ability to communicate clearly and professionally orally and in writing;
- Sufficient physical stamina and general health to carry out light manual work outdoors in a variety of conditions.

#### **Qualifications:**

- Graduation from a two year diploma program in civil engineering technology offered by an institute of technology or equivalent post-secondary institution, augmented by four years' experience directly related to the core work of the position.

Required Licenses, Certifications and Registrations
<ul style="list-style-type: none"><li>Valid and subsisting British Columbia drivers' license (use of personal vehicle for municipal business is required).</li></ul>