



JOB DESCRIPTION

<u>JOB TITLE:</u>	ENGINEERING ASSISTANT	<u>SCHEDULE:</u>	B
<u>DIVISION:</u>	ASSET MANAGEMENT	<u>PAYGRADE:</u>	19
<u>DEPARTMENT:</u>	PLANNING, DEVELOPMENT & INFRASTRUCTURE SERVICES		

JOB SUMMARY:

The Engineering Assistant assists the Asset Management Division by undertaking the challenges associated with the development and implementation of the City's asset management strategies, processes and tools. The incumbent provides technical training and advice, participates in research activities, completes life cycle costing of alternative asset renewal or replacement strategies, and participates in the development and implementation of asset data collection processes. The incumbent also evaluates business processes, conducts condition assessments, and assists in maintaining the City's asset management tools and systems. The incumbent develops reports and documentation on existing and proposed asset management activities in oral, written and presentation style formats. The incumbent develops and coordinates projects and budgets, administers programs, liaises with and/or supervises consultants and construction crews (City or contractor), and performs other related duties.

This position generally works with a high degree of self-direction while coordinating activities with other municipal employees and divisions, consultants, municipal construction crews, contractors, and other agencies including provincial and/or federal governments.

MAJOR RESPONSIBILITIES:

Under the general direction of the Asset Manager:

Supports Asset Management by:

- participating in the development and maintenance of data management systems including but not limited to the City's Esri ArcGIS, Powerplan AMP (capital asset planning), BUILDER Sustainment Management System for capital planning for facilities, JD Edwards (Cityware financial system) and Cityworks (Computerized Maintenance Management System); collecting data to assess the condition of assets, e.g. non-destructive testing, CCTV inspection asset data analysis, review of life-cycle cost data;
- assisting in gathering data to implement, maintain and develop the computerized asset maintenance management system;
- performing, assisting and ordering surveys, inspections, and other data collection as required for, and in support of, asset management;

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- participating in the development of asset risk ratings, considering the services delivered by the asset and its economic, social, environmental, and cultural importance in the community and implementing and maintaining the related asset data;
 - providing a variety of field and office support related to asset data and information gathering;
 - working with IT and other divisions and participating in data development by gathering information for assets and other information needed to allow CMMS to function effectively;
 - working with end users to provide training, guidance, and support in the operation, use, and development of the CMMS (Computerized Maintenance Management System) and other asset management tools;
 - participating on a variety of staff teams and committees to develop recommended maintenance management and control policies and procedures;
 - supervising other staff, consultants or contractors in the gathering of data, as required.
 - providing technical input regarding annual capital programs for the City's assets by recommending optimal asset management strategies;
 - coordinating and/or participating in the development, monitoring, analysis, and reporting of infrastructure performance with respect to service level standards and life-cycle costs;
 - preparing and reviewing budgets and schedules to ensure the successful delivery of the capital construction programs/projects assigned;
 - preparing and submitting grant applications to other agencies and levels of government;
 - writing Terms of Reference, technical specifications, and contract/tender documents for engineering, construction and maintenance services;
 - assessing and rating proposals/tenders received, recommending award, monitoring projects, liaising with contractors/consultants, processing payments within prescribed limits, and generally administering all aspects of assigned projects;
 - supervising the asset management project work as required;
 - performing related duties and special projects as required.

QUALIFICATIONS:

Education: Grade 12 and completion of two-year post-secondary diploma in Civil Engineering Technology from an accredited post-secondary institution recognized in the BC Transfer Guide. Designation as an Applied Science Technologist (A.Sc.T.) or a Certified Technician (C.Tech.) with the Applied Science Technologist & Technicians of British Columbia is required.

Experience: A minimum of five (5) years' experience with design and/or operations and project management, preferably in the municipal or municipal consulting field.

Knowledge & Skills: Technically proficient in the development and implementation of municipal asset management procedures and practices. Demonstrated sound project management skills including budget tracking, cost estimating, project scheduling and administration. Strong knowledge of mathematics as applied to design and engineering. Knowledge of economic analysis (life-cycle costing, benefit/cost analysis, present value analysis). Ability to interpret engineering plans and specifications and obtain accurate and complete information from staff to identify their needs and develop responses and solutions. Ability to work effectively on a self-directed basis in a changing environment and make timely

and technically-sound decisions under pressure. Ability to use skills in organization, prioritization, and time management to effectively handle multiple tasks and meet deadlines under a demanding workload. Ability to orient, train, lead and evaluate staff. Ability to communicate openly, effectively, and respectfully, both orally and in writing. Ability to prepare clear, accurate, and complete reports, records, and other written materials. Ability to maintain an effective and positive working relationship with others to help create a pro-active and motivated team environment. Ability to remain knowledgeable on municipal, provincial and federal legislation, regulations and guidelines related to Asset Management. Knowledgeable in the operations of the City's municipal infrastructure systems. Demonstrated commitment to quality service delivery with a strong customer orientation. Good working knowledge of GIS including data collection and entry. Ability to use software such as, but not limited to; MS Office, MSPProject, financial cost tracking systems such as JD Edwards, AutoCAD Civil3D, CMMS-Cityworks, BUILDER and Powerplan AMP. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License: Yes. BC Driver's License, full privilege Class 5.
Vehicle Usage: Yes. City-owned and/or private vehicle.
Police Information Check: No.
Baseline Hearing Test: Yes.

Prepared by: Bourret / Brown
Date prepared: Jan 2017
Revised by: