



- performing related duties and assisting with special projects as required.

**QUALIFICATIONS:**

**Education:** Completion of a two-year post-secondary program in Civil Engineering Technology at a recognized technical institute. Eligibility for certification with the Association of Technologists and Technicians of B.C. (ASTTBC) is required.

**Experience:** Two years of experience in the Civil Engineering field. Autocad/Autocad Civil 3D drafting experience is preferred. Municipal experience is considered an asset.

**KNOWLEDGE and SKILLS:**

Knowledge of survey requirements for design and construction activities, utility infrastructure design, elementary engineering and surveying practices and procedures. Understanding of surveying, construction layout, estimating and construction inspection. Ability to create design documents neatly, accurately, and efficiently while implementing drafting standards. Advanced computer aided drafting and design skills are required. Ability to interpret and correct engineering plans and specifications for municipal utilities and roads. Alertness to variations from good construction techniques and motivation to take corrective action before problems develop. Good knowledge of and ability to interpret subdivision bylaws, design guidelines, and City standard and MMCD drawings. Understanding of the Local Government Act, Land Title Act, and Strata Property Act. Ability to read and understand servicing studies, geo-technical reports, contracts and specifications. Excellent interpersonal skills, excellent verbal and written communication skills and customer service skills in responding to and soliciting information from the public, developers, government agencies, regulatory agencies, and various City departments. Ability to prepare complex mathematical calculations in preparing engineering designs and studies. Ability to use skills in organization, prioritization, and time management to effectively handle multiple tasks and meet deadlines under a demanding workload. Ability to work effectively on a self-directed basis in a changing environment, and make timely and technically sound decisions under pressure. Ability to maintain an effective and positive working relationship with others to help create a proactive and motivated team environment. Knowledge of and demonstrated ability to apply relevant computer programs to perform the work such as AutoCad Civil 3D, Tempest, Cityware, PG Map, Cityworks, the Microsoft Office Suite, Adobe Acrobat Standard, ArcGIS Portal, and CCTV Review. Sound knowledge of engineering software programs. Experience interpolating or compiling topographical information is an asset. 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. Full-privilege Class 5.

Vehicle Usage: Yes. City owned vehicle. Clean Driver's Abstract.

Police Information Check: No.

Baseline Hearing Test: Yes.

**Prepared by:** Blake McIntosh / Diane Flannagan

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**Revised by:** D.Lai /S. Young

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