



JOB DESCRIPTION

Position: Engineering Technician I

Union: CUPE Local 374

Approval Date: October 14, 2025

1. FUNCTION

Under the direction of the Manager of Engineering, and as coordinated by the Senior Engineering Technician (supervisor), the Engineering Technician I is responsible for performing technical work in civil engineering technology, involving both field and office assignments for municipal infrastructure projects such as roads, sidewalks, curbs and gutters, waterworks, sanitary and storm sewers, and park improvements. The duties of this position include reviewing and preparing construction drawings, surveys, cost estimates, inspection services, and liaising with contractors and the public. Work will be completed under general direction of manager and supervisor and finished work is reviewed by the supervisor for accuracy and completeness. Problems or policy matters are referred directly to the supervisor.

2. TYPICAL DUTIES

- a) Prepare conceptual, preliminary and detailed computer-based designs for municipal infrastructure projects.
- b) Review designs and construction drawings related to development proposals and public utility services prepared by third party contractors, consulting engineers, architects, utility companies, and others.
- c) Perform site inspections of construction projects involving municipal infrastructure to ensure conformance with municipal standards, report findings to supervisor, who will help identify inadequacies and deficiencies, and direct remedial work.
- d) Liaise with and provide information to municipal crews, contractors, consultants, utility companies, and the public.
- e) Review engineering and servicing drawings, prepare supporting information for tender documents, estimate quantities and assist with preparation of detailed construction cost estimates for municipal projects.
- f) Prepare "As Constructed" drawings upon completion of various construction projects to ensure accurate records are available of the work performed.
- g) Operate plotters/scanners and other equipment.
- h) Populate and maintain infrastructure asset databases and mapping.
- i) Update Cadastral Base Map, Official Community Plan, Zoning, and municipal service maps.

- j) Assist in Town's Risk Management Program by conducting routine visual inspections of municipal infrastructure, compile deficiencies, liaise with Public Works Crews for repairs, and ensure accurate records are maintained.
- k) Respond to complaints, "Calls for Service" and general inquiries from the public at the counter or by telephone regarding municipal services or property information.
- l) Maintain records of drawings created in the Engineering Department or externally (may require scanning to ensure record is in digital format).
- m) Organize and maintain the engineering library.
- n) Perform other related duties as required.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Knowledge of the principles and practices related to civil engineering technology applicable to municipal works services.
- b) Knowledge of engineering survey and drafting methods and techniques including the use of computer drafting equipment and software (GPS, Total Station, Data Collector, Precise Level, etc.).
- c) Familiarity with relevant government legislation, bylaws and regulations.
- d) Proficient use of networked computer and engineering design, infrastructure modeling and mapping software (AutoCAD Civil 3D, Adobe Products – Photoshop and Illustrator, ESRI ArcMap, AutoCAD Vehicle Tracking, Worktech, and Tempest).
- e) Ability to read and interpret engineering plans and drawings.
- f) Ability to effectively and efficiently organize, set priorities and meet deadlines.
- g) Ability to work both independently and as a team member.
- h) Interpersonal skills with the ability to establish and maintain effective working relationships with co-workers, external contacts and the public.

4. TRAINING AND EXPERIENCE

- a) Diploma in Civil Engineering Technology.
- b) Minimum 2 years related experience in a municipal environment or equivalent combination of education and experience.
- c) Eligible for membership in the Applied Science Technologist and Technicians of BC (ASTTBC) as an Applied Science Technologist or Trainee.
- d) Valid Class 5 BC Drivers' License.