



JOB DESCRIPTION

TITLE: **ENGINEERING DEVELOPMENT TECHNICIAN**

DEPARTMENT: **Community Development**

LEVEL: **11**

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Jan 2015

JOB SUMMARY

Under the direction of the Manager, Engineering and Environment, the incumbent reviews, interprets and approves construction design related to public works, new developments and subdivisions; liaises with other internal and external departments and agencies; and provides technical support in connection with other development related issues and departmental planning.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Reviews and processes a range of land development proposals, as well as designs and detailed calculations for civil engineering works related to residential, commercial and industrial developments including subdivisions and ensures design submissions are in compliance with relevant engineering standards.
2. Coordinates civil engineering design review with other departments and other agencies, including professional engineers.
3. Reviews reports and test results on soil, traffic, street lighting, capacity of sanitary sewers, storm drains, water systems and other engineering-related matters, and provides recommendations.
4. Prepares detailed reports and recommendations on engineering servicing requirements for proposed residential, commercial and industrial developments.
5. Assists in coordinating the construction of works and services for development, with consulting engineers, other departments and agencies.
6. Reviews and approves "as-built" drawings and/or reports from consulting engineers.
7. Reviews and processes progress reports and Development Cost Charge (DCC) credit requests to prepare and recommend security reductions/releases or DCC credits/reimbursements.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

8. Provides technical support and information on development-related issues and departmental planning for the public and staff.
9. Corresponds with engineers, surveyors, developers, and property owners on engineering related issues, including sanitary sewer, drainage, water supply and access.
10. Drafts and undertakes small designs and capacity calculations for works related to development.
11. May provide orientation or training to new or temporary staff.
12. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the methods, equipment and materials used in municipal construction, and of the City's Engineering Standards and Specifications.

Considerable knowledge of municipal bylaws, departmental policies and procedures.

Knowledge of construction practices and procedures.

Knowledge of subdivision and land development design principles and practices.

Knowledge of municipal utility design, survey and drafting practices.

Knowledge of mathematics, survey and civil engineering design, terminology, techniques and construction practices.

Knowledge of financial procedures related to security requirements and Development Cost Charges.

Ability to use independent judgment when dealing with clients and other departments.

Ability to communicate with tact and diplomacy to handle communications and contacts of a difficult or specialized nature.

Ability to prepare concise reports and correspondence.

Proficient in use of Engineering software such as *AutoCAD*, *WaterCAD*.

Basic understanding of City software programs such as *Tempest*, *Prospero* and *MS Office* products.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12 and a diploma from a recognized technical institute in engineering, plus specialized courses related to civil engineering design.

Minimum 3 years' experience in land development design and/or approval.

MINIMUM TRAINING AND EXPERIENCE REQUIRED (Cont)

Membership or eligibility for membership in Applied Science Technologists and Technicians of British Columbia (A.S.T.T.B.C.) as a Civil Technologist.

Or an equivalent combination of education and experience.

Possession of valid Class 5 BC Driver's Licence.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.