



JOB DESCRIPTION

TITLE: ENGINEERING DEVELOPMENT TECHNICIAN

DEPARTMENT: Planning & Development

LEVEL: 11

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Dec 2025

JOB SUMMARY

Under the direction of the Manager, Development Engineering, 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 provides 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.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

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.
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 property 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, and 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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to prepare concise reports and correspondence.

Basic understanding of City software programs (such as GIS, Tempest, Prospero, etc).

Proficient in the use of MS Office products (such as Word, Excel, PowerPoint, etc) and Engineering software (such as BlueBeam).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

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.

Membership in Applied Science Technologists and Technicians of British Columbia (ASTTBC) 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 & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

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

Adheres to City policies and objectives.