

ENGINEERING TECHNICIAN

1. Nature and Scope of Work

This is technical work of some complexity in performing work to municipal standards in a phase of engineering planning, design, construction, development or maintenance projects. An incumbent prepares plans, performs technical calculations, prepares reports, carries out field inspections and completes other analytical tasks as required. An incumbent makes decisions and recommendations of a routine nature and uses established methods and techniques in doing so. Work is assigned, scheduled and supervised by a superior who checks results to ensure adherence to instructions and conformance with established departmental and municipal standards.

2. Illustrative Examples of Work

Prepares technical reports on engineering topics including plans, estimates and specifications for routine construction and maintenance projects; performs technical work in analysis, design, calculations and documentation for minor construction for projects involving water, sewer and drainage; prepares evaluations, schedules, invoice quantities and quality control guidelines for maintenance management; and assists with the review of engineering permit applications and associated processes.

Review external preliminary designs and layouts for traffic control signal systems and/or specified system modifications, traffic plans, parking lots, road marking and signs; prepares related preliminary specifications, contract documents, drawings and cost estimates for review by a superior; investigates traffic complaints; analyzes information and problems and submits reports and recommendations for improvement or solution of traffic problems.

Makes field investigations and inspections on minor engineering projects as required.

Performs related work as required.

3. Required Knowledge, Abilities and Skills

Sound knowledge of engineering terminology, materials, equipment, practices and techniques as applied to the area of specialization.

Sound knowledge of engineering mathematics and of Municipal engineering plans, specifications, contract documents and data related to the work.

Sound knowledge of the fundamentals of budgeting and standard costing procedures as related to engineering programs and operations.

Sound knowledge of computer applications and capabilities as related to the work performed.

Ability to review, analyze, assess and interpret plans, specifications, contracts and other material related to the work.

Ability to deal effectively and tactfully and maintain cooperative working relationships with a wide variety of internal and external contacts.

Ability to prepare and maintain reports, records, correspondence and various other material related to the work.

4. Desirable Training and Experience

Graduation from a recognized Institute of Technology with a Certificate in a related discipline plus sound experience related to the work; registration as a Certified Technician, or an equivalent combination of training and experience.

5. Required Licenses, Certificates and Registrations

Driver's License for the Province of British Columbia.