



# Job Description: Engineering Technologist I

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**DEPARTMENT:** Infrastructure Services

**REPORTS TO:** Director of Infrastructure Services

**REVISED:** June 2022

**APPROVED BY:**

Director of Infrastructure Services

Chief Administrative Officer

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**JOB SUMMARY**

The Engineering Technologist II reports to the Director of Infrastructure Services (DIS) and is responsible for:

1. Acting as an Infrastructure Services representative at all stages of the development review and approvals process (building permits, subdivisions, development applications etc.)
2. Documenting and maintaining records of all Infrastructure Services Department activities and functions;
3. In consultation with the DIS, assisting the Manager of Maintenance and Operations in documenting and maintaining records of public works activities and functions;
4. Conducting field inspections with particular reference to general surveying, inspecting services and ensuring conformity with Town Bylaws.
5. Liaising with the development community, engineers and other professionals.
6. Providing other general technical support to the DIS and other municipal departments.
7. Overseeing the completion of work as a condition of development approvals process.

The position requires a highly motivated individual, with excellent problem-solving abilities, good verbal and written communication skills, and considerable experience in the field of municipal-based civil engineering. The ideal candidate will be patient, detail-oriented and capable of working effectively with the public, contractors, and the development community.

### **TYPICAL DUTIES**

1. In consultation with the DIS, liaise and provide direction to developers, contractors, and the general public regarding the Subdivision and Development Servicing and Stormwater Management Bylaw, Water Regulation Bylaw, DCC Bylaw and the Rates, Fees and Charges Bylaw, the relevant sections of the Local Government Act, and the Master Municipal Construction Documents (MMCD) as well as other relevant Town Bylaws;
2. Constructively provide guidance to developers and property owners with regard to the Town's servicing requirements for development and minor improvements within the road dedication and other Town-owned land from application to completion;
3. Liaise with developers and property owners while representing and upholding the Town's agenda and interests;
4. Accurately complete and respond to Internal Development Referrals;
5. Attend meetings with Planning and Development Services Staff and Developers to share process, cost and timeline requirements pertaining to development applications.
6. Advise and collaborate with the DIS and Town's consulting engineers as needed on development applications;
7. Liaise with the Capital Projects Coordinator and the Planning and Development Services Department to ensure developers and builders conform to all aspects of the Subdivision and Development Servicing and Stormwater Management Bylaw and other infrastructure related bylaws;
8. Assist the Finance Department and public works staff with utility data collection and reporting;
9. In collaboration with the Capital Project Coordinator and as directed by the DIS, perform servicing inspections on new subdivisions, developments, and capital projects;
10. Perform field survey work and information gathering (specifically during infrastructure upgrades) and perform any related calculations;
11. Work with members of the public to address concerns with municipal servicing and safety;
12. Guide utility companies and other outside agencies to ensure use and/or alteration of Town lands and road dedications meet applicable bylaws;
13. Collect and maintain records of detailed construction plans in both hard copy and digital format;

14. Under the direction of the DIS, provide assistance to the Manager of Maintenance and Operations in inspecting existing municipal utility systems works for structural integrity and capacity issues;
15. Assist the DIS in capital works budgeting, future planning and other concerns with regard to future municipal servicing;
16. Perform other related duties as assigned by the Director of Infrastructure Services.

#### **REQUIRED EDUCATION, TRAINING, AND EXPERIENCE**

1. A diploma from a recognized technical institute as a Civil Engineering Technologist in the field of Civil Engineering Technology;
2. Eligible for certification as an Applied Science Technologist in the field of Civil Engineering Technology;
3. Previous experience in Land Development and Municipal Engineering;
4. Knowledge of records management best practices including the documentation and maintenance of department activities and functions as an asset.

#### **SUMMARY OF KEY COMPETENCIES & ABILITIES**

1. Knowledge of construction methods and inspections;
2. Ability to work with minimum supervision;
3. Ability to communicate effectively, both orally and in writing;
4. Ability to work effectively within a team and to deal patiently and courteously with the general public;
5. Proficiency with Microsoft Office Programs including Word, Excel, Outlook and Project.

#### **ADDITIONAL INFORMATION**

- A valid Class 5 driver's license is required.

#### **REPORTING RELATIONSHIPS**

Reports to the Director of Infrastructure Services.