

**City of Castlegar**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> <b>ENGINEERING TECHNICIAN</b>	<b>DATE:</b> April 2023
<b>DEPARTMENT:</b> Municipal Services - Engineering	<b>REPORTS TO:</b> Manager of Engineering & Infrastructure

**SUMMARY**

Reporting to the Manager of Engineering & Infrastructure, the Engineering Technician is responsible for assisting the engineering department with infrastructure development, designs, record keeping and project coordination.

The Engineering Technician will provide technical guidance, oversight and support to ensure infrastructure meets City standards. The Engineering Technician will utilize a diverse set of technical skills to plan, design, coordinate, and inspect work being completed by City operational staff, contractors and developers. This role will be responsible for ensuring all infrastructure records are kept up to date on a frequent basis. This role will also administer the City's Cross Connection Control Program and other initiatives of similar nature.

**RESPONSIBILITIES**

1. Attends pre-application development meetings. Receives and reviews development referrals, provides comments and recommendations to ensure infrastructure meets City standards and operational requirements.
2. Provides technical support, designs, recommendations, and specifications to City Engineering and Civic Works staff.
3. Administers the City's Cross Connection Control Program ensuring applicable regulatory compliance.
4. Provides technical support for the water meter program.
5. Processes transportation, excavation and Work On City Right-Of-Way permits.
6. Conducts quantity take offs and cost estimates for service estimates.
7. Assists in collecting infrastructure data to support the City's records, Asset Management and Capital plans either physically or through data management.
8. Inspects and records progress of work on assigned developments or projects.
9. Reviews and recommends up-dates to policies and bylaws in areas of control.
10. Promotes the health, safety and well-being of internal staff and external stakeholders associated with assigned projects.
11. Complies with all policies, rules, and regulations of the municipality as well as federal and provincial governments and their agencies.
12. Assists in communication, outreach, and engagement as necessary to keep internal and external stakeholders involved and informed on projects assigned.
13. Assists in the purchasing of goods and services in accordance with the City's Purchasing Policy.
14. Other duties and special projects as assigned.

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### QUALIFICATIONS

<b>Required Knowledge, Abilities and Skills</b>	<b>Required Education, Training and Experience</b>
Demonstrated experience and understanding with design and construction of municipal infrastructure.	Diploma in Civil Engineering Technology or related field. An equivalent combination of education and experience may be considered.
Ability to research, develop and relate infrastructure specifications and criteria	Ability to apply for membership as an Applied Science Technologist (AScT) with Applied Science Technologists and Technicians of British Columbia (ASTTBC).
Excellent interpersonal skills and the ability to establish and maintain effective working relationships with internal and external contacts and to deliver exceptional customer service.	3 - 5 years of progressive experience in a related position with a focus on municipal infrastructure design and inspection.
Ability to foster and maintain a positive team environment, share work expertise and knowledge and support, train and develop other staff as needed.	Proficient in MS Office suite.
Ability to work independently.	British Columbia Class 5 Driver's License or equivalent.
Ability to always maintain confidentiality.	