



CITY OF PRINCE RUPERT

EMPLOYMENT POSTING

Posting Title:	Engineering Technologist
Department:	Operations Department
Closing:	Open Until Filled
Union/Exempt:	Unionized position in accordance with the CUPE Local 105 Collective Agreement.
Hours:	40 hours per week (Permanent full time – Monday to Friday)
Rate of Pay:	\$34.05 plus applicable premiums listed below
Premiums:	The City shall increase an employee's rate of pay by \$1.00 per hour for a Certified Engineering Technician and \$2.00 per hour for an Applied Science Technologist but not cumulative and the employee must be employed in this classification

Reporting to Operations Management, the successful candidate will be responsible for a wide range of duties including, but not limited to the inspection of ongoing public infrastructure construction, assisting in contract administration, and the processing of permits. Duties also include maintaining and providing direction to a variety of developers, contractors, and suppliers with respect to project scope, procurement, and the maintenance of City standards and specification. The successful candidate will be able to work with engineering consultants, participate in the review of land development submissions, assist in various minor office functions, and be a part of the survey crew as required. The primary role of the successful candidate will be to provide both surveying and computer drafting services, along with associated field work, to the Operations (Engineering and Public Works) Department. The successful candidate must meet the physical demands of the position, comply with safe work practices, and have the ability to work productively on a team or independently. They must have a sound understanding of engineering applications (CAD and Civil 3D). They will be able to carry out day-to-day tasks that stem from requests for technical information and monitor selected capital expenditure programs and special projects. Finally, the successful candidate must be able to communicate with the public in a courteous and professional manner and uphold the City's Policies.

QUALIFICATIONS:

Required:

- Diploma in Civil Engineering Technology from a recognized educational institution, or equivalent academic training and experience;
- A minimum of two years "hands on" practical experience in the field of civil engineering, preferably working in a government environment or a construction setting involving residential subdivisions, and/or related projects;
- Sound experience in the use of MS Office, GIS, AutoCAD and related software;
- Valid Class 5 BC Driver's Licence (Driver's Abstract required); and
- Must be able to obtain a RCMP Criminal Record & Vulnerable Sector Check. Results of which will be reviewed by the City for employment.

Preferred:

- Additional Engineering education preferred;
- Emergency First Aid (Level 1);

- MMCD Contract Administration is considered an asset;
- WHMIS Certification; and
- Traffic Control Certification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Able to follow safe work practices;
- Understanding of civil engineering methods and practices as they relate to Municipal infrastructure;
- Ability to prepare, read and interpret plans, specifications and contract documents;
- Knowledge of the fundamentals of project management, construction contracts, engineering computer applications and mathematics, and typical engineering standards;
- Considerable knowledge of legislated civil construction codes and regulations;
- Demonstrated proficiency in the use of CAD and Civil 3D software and the operations of EDMs, GPS, Total Stations and other survey equipment;
- Good knowledge of level note reduction with clarity, grade setting calculations;
- Must be familiar with construction inspection methods and compliance practices;
- Knowledge of the fundamentals of budgeting and standard costing procedures as related to engineering programs and operations;
- Ability to use good judgement and sound decision making when dealing with contractors, developers, and the public;
- Proficiency in conflict resolution is required;
- Ability to work effectively on a team with other technical staff and employees;
- Ability to communicate effectively with internal and external contacts, particularly regarding technical issues;
- Demonstrated ability to work with minimal supervision and take initiative;
- Ability to deal with the public in a courteous and tactful manner, demonstrating excellent personal communication skills;
- Knowledge of WorkSafe BC Rules and Regulations; and
- Other duties as required

FITNESS REQUIREMENT:

- Must be able to perform heavy manual tasks for extended periods of time in all weather conditions. Employees must be able to handle weight up to 100 lbs and able to lift 40 lb; and
- Physical ability to stand and walk frequently throughout the day along with attending and inspecting construction sites including climbing in and out of ditches and trenches.

Please submit your cover letter, resume, and copies of relevant certifications and/or diplomas required for this position to:

Human Resources – Operations Department
424 3rd Avenue West, Prince Rupert, B.C. V8J 1L7,
Email: hrop@princerupert.ca

Application Deadline: will remain open until position filled.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.