



Senior Engineering Technologist

\$52.98 – 56.29 per hour (Pay Grade 15 - 2024 rates)

The District of North Saanich invites applications from qualified candidates for the position of Senior Engineering Technologist in the Infrastructure Services department.

This is technical engineering and planning work at a semi-professional level performing a variety of technical, supervisory and semi-professional engineering and planning tasks requiring the application of precise engineering knowledge gained through experience and formal technical training. Work is ordinarily performed under the general supervision and direction of the Municipal Engineer and is subject to periodic review. The Senior Engineering Technologist exercises considerable independence of judgment on technical engineering and planning matters and assigns, coordinates and reviews regular work activities to the technical engineering staff within the group.

If you have the following qualifications, we would like to hear from you!

Applicants must have a Diploma in Civil Engineering Technology or equivalent, including registration in Association of Technologists and Technicians of BC, a minimum of twelve (12) years of related experience in semi-professional work including experience in a supervisory or leadership role, appropriate computer training and experience, and experience with drafting and administering construction contracts following the Master Municipal Construction Document (MMCD) standard. Possession of a valid B.C. driver's licence (Class 5) is required.

This position is a Union position and is subject to the terms and conditions in the collective agreement between the District of North Saanich and the Canadian Union of Public Employees Local 374.

More information on this opportunity is available on the Districts website at www.northsaanich.ca.

If you are a qualified candidate looking for a collaborative and support work culture, we invite you to submit your cover letter and resume quoting competition number **24-10**, on or before **4:00 PM Thursday, April 11th, 2024** to:

Rachel Dumas, Deputy CAO / Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca

The District of North Saanich thanks all applicants however, only those selected for an interview will be contacted.



DISTRICT OF NORTH SAANICH

Department: INFRASTRUCTURE SERVICES

Position Title: Senior Engineering Technologist

Date: July 2001

Revised: February 2024

Reports to: Director of Infrastructure Services

Positions Supervised: (3) Engineering Technologist, Engineering Technologist I, and Engineering Technologist II.

Position Summary

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Key Responsibilities

- Assists the Municipal Engineer in all phases of public works projects, including planning, design, cost estimating, preparation of contract documents and administration of construction contracts.
- Conducts field inspections and coordinates the engineering phases of construction projects.
- Inspects and co-ordinates the works being performed by contractors or sub-contractors.
- Assists the Municipal Engineer/Approving Officer by carrying out technical reviews of submissions including engineering drawings and subdivision plans for the development of private lands to determine the adequacy of the proposals in respect to current municipal requirements.
- Serves on inter-governmental committees as required to develop policies related to municipal engineering and makes suitable recommendations for implementation of new policy recommendations.
- Maintains liaison with other governmental agencies, utility companies, consultants, land surveyors, contractors, suppliers and other parties on applicable projects affecting the municipality.
- Conducts in-house investigations and prepares data for analysis and planning for future servicing requirements.

- Analyzes servicing demands and prepares reports and recommendations for long-range infrastructure planning.
- Prepares for submission proposals and applications for infrastructure grants.
- Prepares cost estimates and recommendations for provisional, annual and five-year budgets, including capital project expenditures.
- Assigns work and provides technical guidance to technical staff within the group including members of public works.
- Prepares and submits financial and technical reports to Council and Committees as required.
- Carries out surveys relating to engineering projects or works being performed by the District.
- Performs manual and computer drafting and design tasks related to engineering assignments and projects.
- Utilizes various computer programs such as C.A.D., Water and Sewer System Analysis, word processing, spreadsheets, databases, etc.
- Performs other related work of a technical nature as required.

Qualifications

Education and Certification:

- Diploma in Civil Engineering Technology (2 years) or equivalent, including registration in Association of Technologists and Technicians of BC.
- Master Municipal Construction Document (MMCD) Certified Contract Administrator would be preferred.
- Possession of a valid B.C. driver's licence (Class 5).

Experience:

- Minimum of twelve (12) years of related experience in semi-professional work or combination of experience and education including experience with drafting and administering construction contracts.
- Appropriate related computer training and experience.
- Minimum 3 years experience in a supervisory or leadership related role.

Knowledge, Skills, and Abilities

- Thorough knowledge of engineering principles related to the field of municipal engineering.
- Thorough knowledge of the materials, methods and techniques applicable to municipal public works programs.
- Thorough knowledge of engineering survey and drafting methods and techniques including the use of computerized drafting equipment and related software.
- Good knowledge of records management and the need for documentation in all municipal engineering work.
- Good knowledge of relevant government legislation, bylaws and regulations.
- Considerable knowledge of subdivision requirements including legal and registration issues.
- Ability to independently investigate and solve engineering problems.

- Ability to apply modern engineering standards, interpret and prepare engineering plans and maps and ensure that work performed adheres to established standards, principles, and project schedules.
- Ability to plan, assign, supervise and review works of any project the employee has been made responsible for.
- Ability to plan, assign and supervise the work of engineering technicians or draftspersons and to provide needed technical support to public works fields crews.
- Ability to establish and maintain effective working relationships with other employees, contractors, consulting engineers, corporate or agency service representatives and the general public.
- Ability to carry out work assignments in an accurate and timely manner.
- Ability to work independently while carrying out field investigations, inspections and site meetings and to resolve engineering problems with limited support from a professional engineer.
- Ability to prepare reports and make effective presentations.
- Ability to use survey and drafting equipment commonly found in a municipal engineering department and produce design drawings and specifications for municipal works.
- Skill in the use of personal computers and those software programs related to the work.
- Effective communication skills in oral and written forms.
- Knowledge of traffic order management.

Job Provisos

- May be required to perform additional related duties as assigned by supervisor.
- May be required to attend Council meetings after business hours.
- May be requested to substitute in a more senior role as required.