



## **CITY OF COLWOOD**

### **JOB DESCRIPTION**

**TITLE:** ENGINEERING TECHNOLOGIST I  
**DEPARTMENT:** ENGINEERING  
**POSITION TYPE:** FULL-TIME PERMANENT UNION POSITION  
**PAY GRADE:** PAY GRADE 14  
**LAST UPDATED:** JUNE 2025 (under review)

---

#### **NATURE AND SCOPE OF WORK**

Under the strategic leadership of the Director of Engineering and Public Works, and reporting to the Manager of Engineering, the Engineering Technologist I collaborates with other members of the Engineering team and broader City team in the delivery of efficient and effective planning, protection and maintenance of City of Colwood's natural and built environment, while ensuring the City's engineering standards and bylaws are current and adhered to in order to achieve the City's strategic priorities and service delivery goals.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Processing Road Right of Way permits which includes plan review, construction inspection, cost estimates, surveys, designs, specifications, and bylaw compliance, or similar work allocated by the team leader.
- Processes sewer permit applications, performs sewer connection designs and work orders for City utility crew installation.
- Coordinate and implement small capital and special projects involving improvements to Colwood's existing traffic and civil infrastructure.
- Prepares and reviews transportation related aspects of municipal works including road signs and markings, safety engineering and traffic control signs for transit, vehicle, pedestrian, and cycling facilities. Performs site assessments and safety audits as required to ensure stability and safety of all road users.
- Responds to inquiries and provides technical guidance and interpretation of engineering requirements to the public, internal and external stakeholders, and other levels of government.
- Maintains asset management records for the Engineering Department in coordination with the GIS Department.
- Performs other related duties as assigned



### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- 2-year Civil Engineering Technologist diploma.
- Working knowledge of engineering surveying, modern drafting practices (AutoCad), and inspection practices related to municipal works.
- Minimum of 1 year of civil engineering experience, preferably within local government.

### **PREFERRED TRAINING AND EXPERIENCE**

- Preferred candidates will have experience as a Civil Engineering Technologist; however, Engineering Technicians with equivalent qualifications will also be considered.
- Registration as an ASTTBC Civil Engineering Technologist is an asset.
- A degree in Engineering with a P.Eng. designation is a strong asset.

### **REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS**

Valid Class 5 BC Driver's License.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of the principles and practices of civil engineering as applied to municipal services.
- Working knowledge and skill with Microsoft Office Programs, Bluebeam, ArcGIS and Capital Asset programs.
- Working knowledge of current legislation and regulatory responsibilities related to the inspection of subdivision construction and other projects and permits to supervise contractors and inspect installations for adherence to municipal standards.
- Working knowledge of budgeting and standard costing procedures as related to engineering projects and operations.
- Excellent organizational skills including the ability to prioritize workload and meet deadlines.
- Ability to research, develop, schedule and administer municipal construction projects including engineering estimates and designs, preparation of preliminary plans and specifications.
- Ability to prepare and maintain records, statistics, reports and correspondence related to works.
- Ability to make accurate field and office engineering calculations.
- Ability to work effectively, efficiently, diplomatically and economically as well as able to perform well under pressure while dealing with contentious matters.
- Ability to establish and maintain effective working relationships with a wide range of internal and external stakeholders.
- Ability to operate related equipment including software applications.
- Ability to understand cost implications and asset management.
- Ability to work effectively with a high degree of independence while functioning in a team environment.
- Ability to maintain the confidentiality of matters as required.
- Thorough knowledge of business English, spelling and punctuation.



- Demonstrate consistent understanding and application of the following competencies:
  - Adaptability: Willingness to be flexible in a changing environment.
  - Relationship Building: Establishes and maintains respectful and cooperative working relationships.
  - Effective Communication: Communicates effectively with others.
  - Problem Solving: Recognizes and acts to resolve problems.
  - Organization: Organizes the work so that others will understand it and will be able to achieve the City's goals.
  - Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
  - Safety Focus: Remains mindful of physical and psychological safety at all times and performs work in a way that minimizes risk of injury to self or others.
  - Customer Focus: Provides excellent service to both internal and external customers.
  - Personal insight and Rapport: demonstrates Colwood's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, and demonstrates courage to do what is right

#### **WORKING CONDITIONS/JOB ENVIRONMENT**

Work is conducted both in an office environment and on building construction sites. The position is subject to significant pressure and challenge caused by the demand for service from the public and the responsibility for ensuring that work is carried out in accordance with the bylaws, is done safely, and in a timely manner.