



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** ENGINEERING TECHNOLOGIST\_1  
**DEPARTMENT:** ENGINEERING  
**POSITION TYPE:** UNION POSITION  
**PAY GRADE:** PAY GRADE 14  
**LAST UPDATED:** NOVEMBER 2020

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

As part of the Engineering Department, the Engineering Technologist 1 is responsible through their team leader to the Manager of Development Services and Director of Engineering and Development Services for efficient and effective engineering field and/or office work in pursuit of the City of Colwood's objectives.

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

1. Consistently, fairly, resolutely and proactively ensuring that the City of Colwood Bylaws and departmental procedures are followed in construction inspection, permit or plan review, cost estimates, surveys, designs, specifications or similar work allocated by the team leader including any construction undertaken by the City of Colwood. Reporting to the team leader any refusal to abide by these bylaws and assisting with enforcement action.
2. Consistently and proactively seeking to ensure that customers inside and outside the organisation are treated fairly, promptly, effectively and positively. This will include personal service at the front counter, by phone or on site as well as written communications or reports to the team leader.
3. Working closely with staff in other functions to ensure that the department and the City provide exceptional service to the public and to other departments. This may occasionally include taking on or assisting with the work of other functions as required by the City Engineer to the extent that the team member possesses the necessary qualifications, experience or training.
4. Resolutely and proactively pursuing the City's objective of fair and cost-effective municipal government and being ready to consider any change that will assist in achieving that.
5. Setting an example to other staff in all of the things above to the extent the team leader and management team provide similar exemplification.
6. Consistently and proactively seeking to improve the efficiency, quality and effectiveness of the team. Collaborating in a positive way with other staff, as demonstrated by the team leader and management team, in recognizing and dealing with potential improvements to the way things are done.



7. When and as directed by the team leader, liaising with other Departments in the organization of all types of data and documents necessary to the engineering department's function and ensuring that the team follow agreed procedures. This will include GIS records, municipal database, digital and paper records of permits and drawings and correspondence and the conversion of municipal infrastructure records to a digital base.
8. Maintain strict confidentiality of private information.
9. Upon specific written direction and to the extent that time is allocated for this, creating and maintaining written procedures for all routine work with the objective of allowing a temporary replacement to function well in this position and the positions reporting to it.
10. Assisting in, as directed by the team leader, the development, practice and implementation of the City's and the Department's Emergency Plans.

#### **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 bylaws.

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

- Ability to make accurate field and office engineering calculations.
- Ability to make engineering estimates, and designs including the preparation of preliminary plans and specifications
- Working knowledge of the principles and practices of civil engineering as applied to municipal services.
- Sufficient 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.
- Ability to work effectively, efficiently and economically as well as able to perform well under pressure while dealing with contentious matters.
- Good aptitude for working with spreadsheets, email, internet searches and word processing.
- The ability to deal with difficult situations created by client dissatisfaction where standards or regulations must be adhered to.
- Strong initiative with the ability to pursue the organisation's objectives with limited supervision.

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

Our ideal candidate is preferably a Civil Engineering Technologist; however, a Civil Engineering Technician with a level of education, training and experience equivalent to a Civil Engineering Technologist will be considered. Preference to those registered as an Applied Science Technology Civil Engineering Technologist with ASTT.



All people should have experience in Engineering and a minimum of 1 to 5 years in local government experience in delivering engineering services.

1. Successful completion of a minimum two-year technical course in civil engineering technology from a recognized institute, or equivalent experience.
2. Working knowledge of engineering surveying, modern drafting practices (AutoCad), and inspection practices related to municipal works.
3. Valid B.C. Class 5 Driver's License.

### **SKILLS AND ABILITIES**

- Demonstrated leadership ability and highly developed interpersonal and communication skills.
- Demonstrated commitment to client focused services and teamwork.
- Ability to integrate administrative, professional and operational aspects of the division throughout the City in an effective and efficient manner.
- Ability to develop and nurture an environment where quality improvement principles are embraced and used on a continuous basis.
- Excellent organizational skills including the ability to prioritize workload and meet deadlines.
- Ability to write and interpret Requests for Proposals
- Ability to work independently in the review of drawings and specifications
- Ability to deal effectively with staff.
- Demonstrated ability to work effectively with a high degree of independence while functioning in a team environment.
- Ability to operate related equipment including software applications.
- Ability to understand cost implications and Asset Management.
- Physical ability to perform the duties of the position.

### **COMPETENCIES**

#### Leads Self

- Self-Awareness: Is aware of own assumptions, values, principles, strengths and limitations.
- Manages Self: Takes responsibility for own performance and health.
- Develops Self: Actively seeks opportunities and challenges for personal learning, character building and growth. Takes steps to improve Team and City performance.
- Demonstrates Character: Models qualities such as honesty, integrity, resilience and confidence.

#### Engages Others

- Fosters the Development of Others: Supports and challenges others to achieve professional and personal goals.
- Contributes to the Creation of a Healthy Organization: Creates an engaging environment where others have meaningful opportunities and the resources to fulfil their expected responsibilities.
- Communicates Effectively: Listens well. Encourages open exchange of information and ideas using appropriate communication media.
- Works to be a part of and to builds effective teams: Facilitates an environment of collaboration and cooperation to achieve results.



#### Achieves Results

- Sets Direction: Inspires vision. Identifies, establishes and communicates clear and meaningful expectations and outcomes.
- Takes Action to Implement Decisions: Acts in a manner consistent with the organizational values to yield effective, efficient public-centered service. Demonstrates business acumen by efficiently and effectively identifying and managing human, capital, financial and information resources.
- Works to assesses and evaluates Results: Measures and evaluates outcomes. Holds self and others accountable for results achieved against benchmarks. Corrects course as appropriate.

#### Develops Coalitions

- Builds Partnerships and Networks to Create Results: Creates connections, trust and shared meaning with individuals and groups.
- Demonstrates a Commitment to Customers and Service: Facilitates collaboration, cooperation and coalitions among diverse groups and perspectives to improve service.
- Mobilizes Knowledge: Employs methods to gather intelligence. Encourages open exchange of information. Uses quality evidence to influence action across the system.
- Navigates Socio-Political Environment: Is politically astute. Negotiates through conflict. Mobilizes support to achieve results.

#### Systems Transformation

- Demonstrates Systems/Critical Thinking: Thinks analytically and conceptually; questions and challenges the status quo to identify issues, solve problems and design and implement effective processes across systems and stakeholders.
- Encourages and Supports Innovation: Creates a climate of continuous improvement and creativity aimed at systematic change.
- Strategically Oriented to the Future: Scans the environment for ideas, best practices and emerging trends that will shape the system.
- Champions and Orchestrates Change: Actively contributes to change processes that improve service delivery.