



## JOB DESCRIPTION

### Engineering Technologist I or II

<b>Department</b>	Development Services	<b>Reports To</b>	Director of Development Services, Capital Projects Manager
<b>Directly Supervises</b>	N/A		
<b>Indirectly Supervises</b>	N/A		
<b>Union</b>	CUPE 2403		

#### **POSITION SUMMARY**

Under the direction of the Director of Development Services, Capital Projects Manager, or designate, the Engineering Technologist (I or II) supports the planning, design, documentation, field review, and inspection of municipal infrastructure capital works, along with general departmental operations. Responsibilities expand in complexity and independence based on experience.

#### **KEY DUTIES PERFORMED**

Core Duties (Applicable to Level I and II)

1. Assist with preliminary planning and data collection for municipal infrastructure capital works using CAD/AutoCAD and standard drafting techniques.
2. Assist the GIS Technologist with the maintenance and updating of the City's Geographic Information System (GIS) data and layers.
3. Respond to inquiries from the public regarding municipal infrastructure records.
4. Maintain records, service connection files, maps, and engineering drawings.
5. Participate in departmental tasks and perform related duties as required.

Progressive / Level II Duties (Assigned Based on Experience)

1. Conduct surveying for preliminary design and layout using GPS RTK units and total stations.
2. Perform detailed design work for municipal infrastructure projects using AutoCAD.
3. Inspect municipal infrastructure installations and conduct field design as needed.
4. Support project management activities including contract administration, contractor liaison, and interdepartmental coordination.
5. Participate in Emergency Management training and duties.

6. Perform all duties safely and in compliance with Facility Procedures, OHS Rules, Violence in the Workplace policies, and WorkSafeBC regulations including WHMIS and TDG.

## **REQUIRED KNOWLEDGE, ABILITIES & SKILLS**

### Minimum Qualifications (Level I)

1. Grade 12 plus a 2-year diploma in engineering or building technology, or equivalent.
2. Working knowledge of CAD and municipal engineering software.
3. Knowledge of drafting techniques.
4. Valid Class 5 Driver's Licence.
5. Ability and willingness to work overtime and weekends.
6. Ability to perform duties safely following all safety regulations.

### Preferred / Higher-Level Qualifications (Level II)

1. Civil Engineering Technology diploma or related equivalent.
2. Physical agility required for fieldwork.
3. Ability to maintain effective working relationships with the public and staff.

## **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

1. Experience using surveying equipment (GPS RTK, total stations).
2. Knowledge of ESRI ArcGIS Pro and foundational GIS skills.
3. Registration with ASTTBC or progress toward ASCT certification.
4. Willingness to participate in training opportunities.
5. Project Management Professional (PMP) certification is an asset.

## **HEALTH AND SAFETY RESPONSIBILITIES**

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

**NOTE:** The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.