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With a moderate climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is the ideal location to live, work, and play.

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## **Engineering Technologist III (Development Services)**

The City of Campbell River is seeking a full-time **Engineering Technologist III**.

We are seeking a professional, organized and results oriented individual to join our Development Services team. Under the direction of the Development Engineering Supervisor, you will be responsible for reviewing and approving subdivision and development applications. If you are looking for a dynamic working environment where you will be provided opportunities to continue to grow and learn new skills then this is the right opportunity for you.

To complement your two year diploma in an engineering program, you must also:

- Be eligible for registration with the Applied Science and Technologists Association of BC (ASTTBC), the Engineers and Geoscientists of BC (EGBC) or other self-regulated professional association relevant to the discipline/specialization.
- Have a minimum of five years progressive experience in the design and construction of municipal works and services within the past ten years.

The rate of pay for this CUPE bargaining unit position will be \$39.35 per hour based on a 40-hour work week. The City offers a comprehensive benefit package.

Please see the attached for a detailed job description that lists all the necessary qualifications for this position.

Please include verification of your education and certifications with your application.

**This posting closes at 4:30 pm on Friday, July 6, 2018.**

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Please send your resume with covering letter, quoting **Competition EXT-18-42** to:



Human Resources Department  
**City of Campbell River**  
301 St. Ann's Road  
Campbell River, BC V9W 4C7  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

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We thank all applicants, however, only those selected for interviews will be contacted.

## Job Description

### Engineering Technologist III (Development Services)

**Approval Date:** May 2018 **Department:** Development Services

IAFF  CUPE  Management

**Title of Excluded Supervisor:** Development Engineering Supervisor

#### General Accountability:

##### Purpose and Scope

- Reporting to the Development Engineering Supervisor, the Engineering Technologist III provides advanced technical support and expertise in all aspects of a relevant discipline of engineering as required by the Development Services Department, other departments and the public.
- The Engineering Technologist III will be responsible for review and approval of submitted studies, plans, detailed engineering designs, drawings, estimates, and specifications related to their particular discipline, in addition to developing and maintaining bylaws, policies and procedures in line with good engineering practice. Additional responsibilities include, but are not limited to, site inspection, database and record drawing maintenance, correspondence, report writing, bylaw enforcement and other miscellaneous duties as assigned.

#### Nature and Scope of Work

- Work is assigned in terms of broad objectives and is reviewed for soundness of approach and general effectiveness.
- Provide a wide variety of office and field advanced technical tasks, assisting with and in some cases taking the lead on the following, but not limited to:
  - Review and approve submitted design drawings and associated reports for subdivision and development applications under the supervision of the Development Engineer;
  - Review and comment on planning applications under the supervision of the Development Engineering Supervisor;
  - Manage subdivision applications, including circulation, drafting preliminary approval and final acceptance;
  - Liaise with other City departments regarding impacts or conflicts of applications received;
  - Prepare written certificates and agreements relating to development;
  - Provide written correspondence to outside stakeholders;
  - Respond to BC One-Call inquiries, including investigation into utility statutory right of ways;
  - Review and approve soil deposition permits;
  - Review and approve various engineering permits, including but not limited to: Work on City Lands, Driveway, etc;
  - Complete utility company permit review/approval and inspection;
  - Research record drawings for infrastructure location;
  - Provide utility information as requested by staff or public in accordance with departmental policies;
  - Assist with bylaw enforcement issues related to engineering matters;
  - Perform field inspection work, for a variety of reasons, including but not limited to, contractor compliance with WCL Permits; review of statutory-right-of-way conditions; review of subdivision infrastructure construction and maintenance condition; inspection of properties related to soil deposition permits; inspection of City infrastructure near or related to building permits; and data collection;
  - Carry out research, data collection, and analysis;
  - Provide Development Services front counter service, respond to telephone inquiries from clients (residents/developers) and take appropriate action in a prompt manner;

- Draft and comment on bylaw changes;
- Participate in various multi-jurisdictional committees and groups;
- Build and maintain effective communication and coordination with internal and external contacts such as other City staff, Council, developers, engineers, architects, contractors, other local, provincial and federal governments and agencies, etc;
- Arrange for and engage in public consultation and educational initiatives;
- Prepare and provide engineering reports and/or presentations on land development and municipal engineering issues at public meetings such as Council, external committees, neighbourhood and other associations;
- Ensure conventional and electronic departmental data, documents, reports, drawings and correspondence are maintained in accordance with the City's records management systems;
- Maintain the Approved Products List in conjunction with the Subdivision and Development Standards Bylaw;
- Remain current with changes to relevant local government, provincial and federal acts and regulations, bylaws, policies and processes, case law, and general trends and developments;
- Demonstrate accountability for safe work practices;
- Miscellaneous duties as assigned.

### **Necessary Qualifications**

#### **Knowledge:**

- Thorough knowledge of current civil engineering principles and practices relevant to the work.
- Working knowledge of computer-aided drafting, word processing, spreadsheets, and database software.
- WorkSafeBC regulations and safe work procedures.
- Working knowledge of relevant Federal, Provincial and Municipal statutes, regulations, guidelines, policies and bylaws.
- Working knowledge of all relevant procedures/standards/manuals.
- Working knowledge of relevant construction practices.

#### **Skills:**

- Proficiency with ArcGIS, AutoCAD, Microsoft Office Suite and Microsoft Project.
- Excellent analytical and problem solving skills.
- Strong written and oral communication skills.
- Leadership skills.
- Safe work habits and practices.

#### **Abilities:**

- Ability to multitask and to work under tight timelines and respond to rapid and constant changes in direction and priorities.
- Ability to exercise sound judgement and good decision-making.
- Ability to establish and maintain effective working relationships.
- Ability to produce and present technical material to various audiences.
- Ability to represent the City's interests in a variety of formal and informal settings.
- Ability to read and interpret design drawings/plans.
- Ability to work under minimal supervision.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

#### **Education:**

- Graduated from a two (2) year engineering program from a recognized technical institute or college in the relevant discipline.
- Must be eligible for registration with the Applied Science and Technologists Association of BC (ASTTBC), the Engineers and Geoscientists of BC (EGBC) or other self-regulated professional association relevant to the discipline/specialization.

#### **Training/Licences:**

- Training in Project Management.

- Must possess and maintain valid driver’s license and provide and maintain a clear driver’s abstract, as per City policy.
- Statutory or regulatory required levels of certification.

**Experience:**

- Minimum of five (5) years progressive experience in the design and construction of municipal works and services within the past 10 years.
- Experience working with civil general contractors.

**Preferred Criteria (For External Postings)**

- Supervisory experience.

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|--------------------------------|-------------|
| Signature of Incumbent: _____  | Date: _____ |
| Signature of Supervisor: _____ | Date: _____ |