

**City of Castlegar
POSITION DESCRIPTION**

POSITION TITLE	DATE
ENGINEERING TECHNICIAN	NOVEMBER 2006
DEPARTMENT	REPORTS TO:
CIVIC WORKS	DIRECTOR of TRANSPORTATION & CIVIC WORKS

SUMMARY

Designs, coordinates and inspects capital construction projects. Advises and assists in-house maintenance crews. Source and specify equipment and materials required for public works. Create technical drawings and documents. Perform cross connection control inspections. Review proposed development and service estimates.

RESPONSIBILITIES

1. Identifies and prepares budgets for capital projects. Surveys and designs projects and gains approval from appropriate agencies. Prepares tender documents and assists with the tendering process.
2. Coordinates with contractors, performs field inspections to ensure compliance with specifications, performs field testing and signs off results.
3. Provides advice and technical drawings for in-house crews. Locate existing works and prepares as built drawings. Produces layout and field surveys of public works projects and infrastructure.
4. Source and specify equipment and materials required for public works.
5. Create technical drawings, maps and documents for management staff and council.
6. Perform cross connection control inspections of all commercial and industrial premises, track accounts and send regulatory letters. Administer the water meter programs. Specifies, purchases and inspects all water meter installations for customers.
7. Review proposed development and service estimates, provide comments and technical advice, review feasibility of the developments and provide cost and servicing estimates.

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ENGINEERING TECHNICIAN	NOVEMBER 2006

QUALIFICATIONS

Essential	Desirable
Completion of a 2 year program in Civil Engineering Technology	Experience with AutoCAD
AScT membership	
BC Drivers License Class 5	
2 years of technical and municipal experience.	
Working knowledge of municipal infrastructure and construction practices.	
Ability to communicate effectively, both verbally and in writing, with staff, outside agencies and members of the public. Good interpersonal skills.	