

KNOWLEDGE and SKILLS:

Knowledge of survey requirements for design and construction activities, utility infrastructure design, mathematical aptitude, elementary engineering and surveying practices and procedures. Knowledge of GIS. Ability to create design documents neatly, accurately, and efficiently while implementing drafting standards. Advanced computer aided drafting and design skills are required. Ability to interpret and correct engineering plans and specifications for municipal utilities and roads. Alertness to variations from good construction techniques and motivation to take corrective action before problems develop. Good knowledge of and ability to interpret Geometric Design Standards for Canadian roads and streets, subdivision bylaws, soil removal bylaw, City standards and policy, Local Government Act, Land Title Act and Strata Property Act. Ability to read and understand servicing studies, geo-technical reports, contracts, and specifications. Excellent interpersonal skills, excellent verbal and written communication skills and customer service skills in responding to and soliciting information from the public, developers, government agencies, regulatory agencies, and various City departments. Ability to prepare complex mathematical calculations in preparing engineering designs and studies. Ability to use skills in organization, prioritization, and time management to effectively handle multiple tasks and meet deadlines under a demanding workload. Ability to work effectively on a self-directed basis in a changing environment and make timely and technically-sound decisions under pressure. Ability to maintain an effective and positive working relationship with others to help create a proactive and motivated team environment. Knowledge of and demonstrated ability to apply relevant computer programs to perform the work such as AutoCad Civil 3D, AutoCad Map 3D, and Web Mapping. Microsoft Office, Outlook, Adobe, and scanning programs. Sound knowledge of engineering software programs, including experience interpolating or compiling topographical information is an asset. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Drivers License: Yes. Full-privilege Class 5.
Vehicle Usage: Yes. City owned vehicle. Clean driver's abstract.
Police Information Check: No.

Prepared by: Dave Bradshaw / Diane Flannagan
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Revised by:
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