

---

# JOB DESCRIPTION

---

<b><u>JOB TITLE:</u></b>	<b>ENGINEERING ASSISTANT</b>	<b><u>SCHEDULE:</u></b> B
<b><u>DIVISION:</u></b>	<b>DEVELOPMENT SERVICES</b>	<b><u>PAYGRADE:</u></b> 19
<b><u>DEPARTMENT:</u></b>	<b>PLANNING &amp; DEVELOPMENT</b>	

---

## **JOB SUMMARY:**

Responsible for assisting developers through the process of property subdivision, ensuring all documentation is complete and in compliance with regulatory requirements, City standards, and established safety and engineering standards. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under the general supervision of the Development Officer:**

**Act as a resource to developers and monitors the subdivision and development servicing process by:**

- receiving and reviewing completed subdivision and development servicing applications to ensure all applicable and pertinent information is included;
- contacting developers to clarify or request required information to complete application;
- referring subdivision and development servicing application information to applicable Divisions and agencies;
- reviewing design drawings, servicing studies and geotechnical reports submitted by consulting engineers;
- approving design drawings or requesting additional information from consulting engineers to ensure plans meet regulatory requirements and standards;
- reviewing and approving as-built drawings, project records, and testing results for completeness and ensuring conformance to City requirements;
- reviewing and approving cost estimates for maintenance purposes and outstanding or incomplete work;
- performing field inspections to ensure compliance by developers to the subdivision and development servicing bylaw;
- reviewing and approving final subdivision plans;
- review and assess drainage complaints received from the public; and
- preparing development servicing right-of-way agreements, latecomer and other agreements, as required.

**Provide administrative and regulatory services by:**

- administering the soil removal, water, sanitary sewer, storm sewer and development cost charge bylaws, as required;
- reviewing and processing soil removal applications and permits;

- reviewing and processing strata applications under the Strata Property Act;
- provides customer service by answering in person, telephone or written enquiries or complaints regarding subdivisions, stratas, and soil removal; and
- responding to development and other referrals from City departments and regulatory agencies.

### **QUALIFICATIONS:**

**Education:** Grade 12. Completion of a two-year post-secondary Diploma of Technology or two-year Technician Certificate from a nationally accredited program as outlined by the Applied Science Technologist & Technicians of British Columbia.

**Experience:** Five years' previous experience in a civil engineering environment. Designation as an AScT required.

**Knowledge and Skills:** 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, various City departments and Council. Ability to prepare complex mathematical calculations to prepare 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. 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. BC Driver's License, Class 5.
Vehicle Usage:	Yes. City owned vehicle. Clean driver's abstract.
Criminal Record Check:	No.

Prepared by:  
Date prepared:  
Date revised: June 2010  
Revised by: Diane Flannagan / Don Parent  
Date revised: June 2014  
Revised by: Bourret / Dyer