

# BUILD A CITY. BUILD A FUTURE.



## **ENGINEERING ASSISTANT 3 – WASTEWATER, STORMWATER AND CONSTRUCTION OPERATIONS** *(Regular Full Time)*

Reporting to the Wastewater, Stormwater and Construction Operations Manager this is a senior technical, administrative and supervisory position providing support and assistance to senior staff. You will be performing complex technical work related to a variety of City engineering programs, projects and activities in relevant areas of civil engineering.

### **RESPONSIBILITIES**

- Perform administrative and supervisory duties in project management, planning, coordinating, reporting, monitoring, policy interpretation, and cost control.
- Assist senior staff in the selection and management of consultants providing engineering services.
- Have thorough knowledge of construction and engineering practices and procedures, design criteria, specifications, conditions of contract and tendering procedures, as well as estimating, budgeting and scheduling.
- Assist senior staff with the preparation, review and implementation of policies and procedures.
- Assist senior staff with the preparation, development, review and coordination of public works, operation and maintenance projects and programs and assist with the implementation of capital projects.
- Work with internal staff and other City Departments and liaise with consultants, contractors, utility companies, and other agencies.
- Be a strong team player who thrives in a challenging environment and possess excellent communication skills, including written, oral, presentation and listening.
- Research new and innovative products, materials and technology and implement the best solutions to enhance the operations.
- Prepare a variety of reports including technical and consultant and contractor awards.
- Fully utilize GIS data and mapping.
- Conduct field infrastructure inspections.
- Respond to inquiries from staff, contractors, consultants and members of the public and provide high-level customer service.
- Perform other duties as required.

### **QUALIFICATIONS**

- Completed of a two-year diploma in a discipline of Engineering Technology relevant to the position from a recognized post-secondary institution
- Five (5) years engineering experience with a demonstrated record of technical knowledge, skills and ability, and supervisory experience in the relevant areas of engineering. An equivalent combination of training and experience may be considered.
- A valid BC Driver's License with a safe driving record is required.
- Assets include: Directly related experience with a municipality or construction; project management experience; experience using GIS mapping software; and onsite field experience.

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