

City Nanaimo

Title Planning & Design Technologist

Branch Gas

Department Distribution

Affiliation IBEW

Job Status Full Time Regular

Salary/Rate of Pay \$36.69

Responsibilities

1. Co-ordinates the installation of main extensions and services by preparing work orders and service orders, ensuring all approvals are obtained and all foreign utilities are noted.
2. Stake service and main extensions ensuring proper standards are maintained and installations are assigned offsets.
3. Maintain a continuous record as to the status of each work order and service order.
4. Liaise with other utilities and municipalities to overcome problems resulting from the installation of mains and services.
5. Provide advice as to the location of mains and services to other utilities and municipalities and project department employees and assist them where required.
6. Prepare documentation and data required for road crossings, rail crossings and easements and follow-up to ensure approvals are obtained.
7. Document and follow up construction orders, work orders, etc. to ensure all approvals are obtained and that as-builts are received when the . projects are completed.
8. Maintain plan record files for all work completed.

Requirements

1. High school diploma or equivalent.
2. A valid Class 5 B.C. Driver's License.
3. Completion of a recognized post-secondary technology diploma in an appropriate discipline; or acceptable equivalent.
4. Certified (or eligible for certification) at the technologist level by the Applied Science Technologists and Technicians of British Columbia.
5. Two (2) years directly related, relevant experience.
6. Demonstrated computer literacy, including familiarity with applications software in use in the department, including SAP, AM/FM, CAFE, and the MS Office suite of applications.
7. Demonstrated oral and written communication skills.
8. Knowledge of gas distribution systems and installation practices, utilization and installation codes.
9. Knowledge of design and layout of municipal services, including water, sewer, telephone and power.