

# BUILD A CITY. BUILD A FUTURE.



## Engineering Assistant 3 – Sewer Planning (Regular Full-Time)

Reporting to the Sewer Engineer, this role is a senior technical, administrative and supervisory position providing support and assistance to senior staff in administrative responsibilities, and performing complex technical work related to the completion of a variety of City engineering drainage activities and projects.

### RESPONSIBILITIES

As the Engineering Technologist for Sewer Planning you will:

- Be a key point of contact and coordinate with the Engineering Operations Division crews in regards to Inflow & Infiltration analysis;
- Assist senior staff with the preparation, development, review and implementation of departmental policies, practices and procedures, capital work and maintenance programs;
- Review designs, and contracts prepared by consultants, while performing contract administrative duties;
- Be a point of contact for members of the public, consultants and contractors as well as attend public meetings on City of Surrey sanitary sewer matters;
- Be a point of contact for land development review in sanitary sewer;
- Manage and run sewer model;
- Manage Local Area Service assignments; and

- Carry out and assist in sewer planning assignments.

### QUALIFICATIONS

Applicants will hold the following minimum qualifications:

- Completion of a two year diploma in Civil Engineering Technology from a recognized post-secondary institution
- Five years engineering experience with a demonstrated record of technical knowledge, skills and ability and supervisory experience in the relevant areas of civil engineering and/or equivalent combination of training and experience
- Must have technical expertise applicable to the specific role.
- A valid and unrestricted driver's license

### Assets:

- Customer service experience and dealing directly with members for the public regarding civil engineering matters

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