



## NEW TOWN

### Career Opportunity

**Position:** Intermediate/Senior Civil Technologist  
**Status:** Full time, permanent (available immediately)  
**Closing Date:** May 4, 2018  
**Location:** Kelowna, BC

**New Town Architecture & Engineering Inc.** is a multi-disciplinary consulting firm located in downtown Kelowna, BC. We provide professional expertise in the fields of architecture, civil engineering, master planning and urban design to both public and private-sector clients and pride ourselves on outstanding client service and creative, market-sensitive design solutions.

We are seeking a talented professional to join our growing team. Responsibilities may vary depending on the level of professional standing and extent of experience. Preference will be given to those who are registered as an ASCT or equivalent with 5-10 years experience in a private consulting firm.

#### Responsibilities:

- Develop conceptual and detailed designs for all aspects of municipal infrastructure to meet Client and Approval Agency requirements and standards;
- Preparation of quantity take-offs and cost estimates;
- Preparation of detail design drawings (primarily using AutoCAD Civil 3D and related applications) for a variety of municipal engineering projects involving roads, storm and sanitary networks, watermains, and related topics;
- Tender preparation and contract award;
- Preparation of reports, letters, memos and other project correspondence;
- Preparation of contract documents for project tendering and execution of the project design drawings;
- Contract administration during the construction phase for land development projects and capital works improvements initiatives.

#### Requirements:

- Diploma in Civil Engineering or Drafting Technology with a minimum of 5 years experience in the design of municipal or land development projects;
- Advanced proficiency in AutoCAD Civil 3D software;
- Familiarity with municipal engineering design criteria and drawing standards, particularly Subdivision & Development Control Bylaws;
- Familiarity with the BC Building Code as it relates to the design of infrastructure on private property;
- Familiarity with MMCD Standards and Specifications and CCDC documents;
- Knowledgeable of tender preparation with some construction administration experience preferred.
- Familiarity with overarching federal, provincial, and municipal legislation, codes and bylaws;
- Knowledgeable and experienced in all aspects of the detail design of municipal infrastructure for public and private sector clients;
- Knowledgeable of technical design issues, constructability, cost, and design approvals;

NTAE is a boutique firm that cultivates a team-focussed dynamic, people-first, and helps our staff excel. We have exciting projects and are growing quickly. If you are looking for an opportunity to work as an integral part of a team in an exciting and diverse work environment with opportunity for professional growth, we would like to hear from you. Please send your resume and a brief portfolio to the attention of Lisa Fraser, Chief Operating Officer, at [lisa@newtownservices.net](mailto:lisa@newtownservices.net).

Thank you in advance for your response, however only those chosen for interviews will be contacted.