



CAREER OPPORTUNITY

Senior Engineering Technician

Regular Full-Time – Pay Grade 14A (\$43.66 - \$47.26/hour – 2023 Rates)

The District of Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

The District is on an exciting trajectory as we position ourselves as a leader in all aspects of municipal governance and service delivery. We've made significant advancements in asset management and municipal reporting, and our efforts are not going unnoticed; in addition to earning several provincial awards and recognition for improvements to our Financial Plan, Annual Report and Council Priorities Plan, Oak Bay's recently released *Sustainable Infrastructure Renewal Plan* has achieved a strong endorsement from Asset Management BC. A feature article in their Winter 2022 Newsletter called Oak Bay's asset management journey "a profile in courage", highlighting that "...the District of Oak Bay is leading by example with its interdepartmental approach to embedding a life-cycle lens, along with a sustainable service delivery culture, into a local government finance vision".

With the *Sustainable Infrastructure Renewal Plan*, long-term financial vision, and Council commitment in place, the District's focus is shifting to a rewarding new gear that involves a massive scaling up of capital works to deliver on the sustainable infrastructure renewal program. As part of this initiative, the Engineering & Public Works department is pleased to be recruiting for three newly created Senior Engineering Technician positions.

Reporting to the Deputy Director of Engineering & Public Works, the Senior Engineering Technician is responsible for the delivery of a wide range of complex municipal engineering projects and services, along with the analysis and modeling of water, sewer and drainage infrastructure systems. The Senior Engineering Technician exercises considerable independent judgement within the bounds of approved budgets and departmental priorities. While this role primarily consists of technical responsibilities, field work is regularly required.

Our ideal candidates have graduated from an applied science or engineering technology program accredited by the Canadian Technology Accreditation Board with a minimum program duration of two years and have five years of recent experience directly related to the core work of the position. Additional requirements include Certification as an Applied Science Technologist in British Columbia, a valid and subsisting British Columbia Driver's License (with a personal vehicle suitable for use as and when required), plus completion of the Master Municipal Contract Documents Administrator Course. This position is represented by CUPE Local 374.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, and the potential for flexible work arrangements. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

We want to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence by **4:30pm on March 2, 2023**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines, in more detail, the key accountabilities and required qualifications.

The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.

*We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted*

The Corporation of the District of Oak Bay

Job Description



Job Title:	SENIOR ENGINEERING TECHNICIAN	JEPE Number:	#1060
Department:	Engineering & Public Works	Pay Grade:	14A – Schedule A
Area:	Engineering	Position Status:	Regular – Full Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Deputy Director of Engineering & Public Works	Last Updated:	September 2022

Job Purpose:

This position reports to the Deputy Director of Engineering & Public Works and is responsible for the delivery of a wide range of complex municipal engineering projects and services, along with analysis and modeling of water, sewer and drainage infrastructure systems. The exercise of considerable independent judgement is required within the bounds of approved budgets and departmental priorities. The position primarily consists of technical responsibilities; field work is regularly required.

Duties and Responsibilities:

- Prepares designs, plans and specifications, or performs contract administration for consulting engineering work to produce designs, plans and specifications, for water distribution, sewage collection and stormwater collection systems in roads and rights of way, primarily involving the replacement or rehabilitation of existing systems; as well as surface works (road reconstruction, sidewalks, traffic islands and medians).
- Prepares designs, plans and specifications, or performs contract administration for consulting engineering work to produce designs, plans and specifications.
- Prepares cost estimates for capital budget and long term forecasting purposes for a wide range of municipal infrastructure projects.
- Liaises with suppliers of equipment for the purpose of developing capital cost estimates and coordinating work with municipal crews.
- Oversees junior technicians in the preparation of estimates and designs for less complex projects such as the servicing of small subdivisions, driveway construction and service connections.
- Applies modeling programs to assist in determining design parameters.
- Liaises with Public Works staff on technical issues, budgeting and scheduling.
- Makes recommendations on technical issues to senior engineering staff, including preparation and delivery of reports, presentations, and briefings.
- Meets and negotiates with property owners on engineering issues which may be non-routine from both technical and policy points of view.
- Responds to inquiries from and provides information to contractors, homeowners, municipal employees, utility companies and others regarding municipal services and other issues within the jurisdiction of the Engineering & Public Works Department.
- Oversees and participates in engineering survey work.
- Develops, maintains, preserves and updates a variety of engineering electronic databases.
- Acts as project manager and/or contract administrator for contracted infrastructure work.
- Attends senior staff, council, committee and intermunicipal meetings where required to provide technical advice or to represent the interests of the municipality.

- Analyzes traffic issues using data gathered in the field along with traffic engineering principles.
- Performs a wide variety of related duties in keeping with the mission of the Engineering & Public Works Department.

Required Knowledge, Abilities & Skills:

- Thorough knowledge of municipal infrastructure and traffic engineering design and construction principles and methods.
- Thorough working knowledge of surveying principles and methods, with ability to apply with accuracy in the field using standard survey equipment and technology.
- Facility with modeling, design, drafting, GIS, SCADA and other specialized software used in infrastructure design, reporting, monitoring, forecasting and long-term planning.
- Proficiency with standard office applications such as MS Office Suite; working knowledge of IT network principles.
- Proficiency in accurately estimating quantities of materials, labour, equipment and contract services required for the development of capital project budgets.
- Strength in applying mathematical, engineering and analytical principles to complex engineering and technical problems.
- Strong aptitude for learning new procedures and making effective use of changing technology affecting the engineering field.
- Ability to work productively under deadlines.
- Ability to exercise initiative in the implementation of procedures that enhance the service provided by the Engineering & Public Works Department.
- Ability to prepare clear written reports with recommendations supported by objective analysis.
- Ability to provide technical direction to subordinate staff.
- Thorough working knowledge of municipal bylaws and regulations relating to engineering issues.
- Ability to deal with contractors, homeowners, municipal employees, utility companies and others with professionalism, courtesy, tact, while maintaining independence and objectivity in the application of regulations and bylaws.
- Ability to work cooperatively and productively with municipal employees inside and outside the Engineering & Public Works Department, and to provide timely and accurate engineering technical support when required.

Qualifications:

- Graduation from an applied science or engineering technology program of not less than two years' duration accredited by the Canadian Technology Accreditation Board; augmented by five years' experience directly related to the core work of the position.

Required Licenses, Certifications and Registrations

- Certification as an Applied Science Technologist in British Columbia.
- Possession of a valid British Columbia Class 5 driver's license and a personal vehicle that is suitable for use as and when required.
- Master Municipal Contract Documents Administrator's Course- (16 hours plus exam time)