



## **CAREER OPPORTUNITY**

### **Engineering Technician**

**Regular Full-Time – Pay Grade 12 (\$39.81/hour - \$42.21/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 two Engineering Technicians.

Engineering Technicians provide technical support across a wide range of municipal engineering functions. The role involves the application of municipal bylaws and fee schedules in the calculation of servicing estimates, along with the application of standard costing principles and methods to the development of estimates for custom servicing and small public works projects. There is a significant field work component which involves tasks such as layout and grade setting for public works crews, along with data collection for municipal records.

Our ideal candidate has graduated from a two-year diploma program in civil engineering technology (offered by an institute of technology or equivalent post-secondary institution) and has four years' of recent related experience directly related to the core work of the position, in addition to a valid and subsisting British Columbia driver's license (use of a personal vehicle for municipal business is required). This position is represented by CUPE Local 374.

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

If your qualifications and experience align with our needs, we want to hear from you! Please apply in confidence by **4:30pm on April 26, 2023** with a resume and cover letter to:

[oakbayjobs@oakbay.ca](mailto: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 greater 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



<b>Job Title:</b>	<b>ENGINEERING TECHNCIAN</b>	<b>JEPE Number:</b>	#1105
<b>Department:</b>	Municipal Hall	<b>Pay Grade:</b>	12 – Schedule A
<b>Area:</b>	Engineering	<b>Position Status:</b>	Regular – Full Time
<b>Location:</b>	Municipal Hall	<b>Position Type:</b>	Union
<b>Supervisor:</b>	Deputy Director of Engineering	<b>Last Updated:</b>	January 2003

### Job Purpose:

This position provides technical support across a wide range of municipal engineering functions. It involves the application of municipal bylaws and fee schedules in the calculation of servicing estimates, along with the application of standard costing principles and methods to the development of estimates for custom servicing and small public works projects. There is a significant field work component which involves tasks such as layout and grade setting for public works crews, along with data collection for municipal records.

### Duties and Responsibilities:

- Processes applications for municipal services (storm sewer, sanitary sewer, water supply, main extensions, driveway crossings, hydrants, sidewalk); develops cost estimates for payment by applicant.
- Performs survey work required for the installation and maintenance of municipal infrastructure; maintains field notes and sketches; reduces field notes to cross sections and profiles; uses available technology such as GPS or other portable devices suitable for field work.
- Collects and records survey information relative to municipal infrastructure; uploads to central database.
- Guides auxiliary seasonal employees in tasks such as survey layout, field data collection, cross-connection investigation and public relations.
- Under supervision, designs and prepares cost estimates for small public works projects, typically related to the servicing of real property.
- 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 Department.
- Generates routine work orders for Public Works Department.
- Uses video equipment to inspect condition of sewer and storm drain mains; maintains and analyzes video inspection records
- Performs routine engineering data input for geographic information system; generates reports from GIS database.
- Maintains a variety of records, including as-built drawings, related to municipal infrastructure and traffic data.
- Sets up and downloads information from traffic counter and like devices for inclusion in traffic speed and volume reports.
- Maintains contacts, attends meetings and interacts with personnel in other local governments on a variety of engineering matters.
- Checks for cross-connections and other potential environmental hazards.
- May carry out drafting tasks such as plotting profiles and cross-sections; design drawings for roads and other public works projects;
- Performs other related duties arising out of the functions of the Engineering Department.

**Required Knowledge, Abilities & Skills:**

- Thorough working knowledge of the full range of work carried out by an Engineering Department in an urban municipality.
- Strong aptitude for learning new procedures and making effective use of changing technology affecting the engineering field.
- Facility with standard GIS programs at the user, data-entry and basic report generation levels; basic working knowledge of manual and computer-aided drafting techniques and programs, along with standard office spreadsheet, database and word processing software.
- Thorough working knowledge of basic surveying principles and methods, with ability to apply with accuracy in the field using standard survey tools and technology.
- Good working knowledge of municipal bylaws and regulations relating to engineering issues.
- Ability to apply municipal engineering technical and mathematical principles, formulas, techniques and concepts to the resolution of concrete technical issues and problems.
- Ability to interpret and apply engineering technical data, plans, specifications and data.
- 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 Department, and to provide timely and accurate engineering technical support when required.
- Ability to communicate clearly and professionally orally and in writing;
- Sufficient physical stamina and general health to carry out light manual work outdoors in a variety of conditions.

**Qualifications:**

- Graduation from a two year diploma program in civil engineering technology offered by an institute of technology or equivalent post-secondary institution, augmented by four years' experience directly related to the core work of the position.

**Required Licenses, Certifications and Registrations**

- Valid and subsisting British Columbia drivers' licence (use of personal vehicle for municipal business is required).