



ENGINEERING TECHNOLOGIST

Located in the south Okanagan Valley, the Town of Oliver boasts an attractive climate and its prime location fosters winter and summer recreational activities including skiing, golf, hiking, cycling and water sports, along with a full selection of indoor recreation options. Known as the *Wine Capital of Canada*, Oliver is the ideal setting for growing wine grapes and produces many of the highest rated wines in the world! Oliver is home to over 4,900 permanent residents and supports a trading area of 9,000. Oliver's labour force, social services, infrastructure, lifestyle alternatives and recreational assets provide for a healthy community and a strong base for sustained growth.

The Town of Oliver is seeking an Engineering Technologist who will be responsible for reviewing water and subdivision applications and providing technical advice to the Director of Operations. Additional responsibilities include ensuring that the Town fulfills all permit requirements for the domestic and irrigation water systems and managing the Town's mapping program. Working with GIS based mapping would be an asset (please visit www.oliver.ca to view the full job description).

Qualifications will include:

- A Civil Engineering Technology Diploma;
- A minimum of two years related work experience in civil engineering design, inspection, construction, AutoCAD (or equivalent) and project management;
- Membership or eligibility for membership in the Applied Science Technologist and Technicians Association of British Columbia (ASTTBC);
- Ability to work independently to effectively plan, organize and manage multiple priorities;
- Excellent customer service and communication skills;
- A valid Class 5 BC Driver's License.

This regular, full-time position is included in the CUPE bargaining unit. The hourly wage range for the position is \$34.13 - \$39.58 based on 35 hours per week plus an attractive fringe benefits package.

Qualified individuals are invited to submit their applications no later than 12:00 noon on Wednesday, May 9, 2018 to:

Shawn Goodsell, Director of Operations
Town of Oliver
6150 Main Street, PO Box 638
Oliver, BC V0H 1T0
Fax: (250) 498-2456
Email: sgoodsell@oliver.ca

We sincerely thank all candidates for their interest; however only those selected for an interview will be contacted.

PO Box 638 Oliver, BC V0H 1T0 • Tel: 250.485.6200 • Fax: 250.498.4466 • www.oliver.ca

**TOWN OF OLIVER
JOB DESCRIPTION**

POSITION: ENGINEERING TECHNOLOGIST

DATE: AUGUST 19, 2015

REPORTS TO: DIRECTOR OF OPERATIONS

DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under the direction of the Director of Operations, the Engineering Technologist is responsible for the reviewing and providing technical advice to the Director on water and subdivision applications and the Town's mapping program. The Engineering Technologist is also responsible implementing the action items from the Water Conservation Plan and ensuring the town fulfills the health permits for the water system.

REQUIRED QUALIFICATIONS

Education, Training and Experience

A Civil Engineering Technology Diploma with a minimum of 2 years experience in civil engineering design, inspection, construction, AutoCAD (or equivalent) and project management. Also required is membership in the Applied Science Technologist and Technicians Association of British Columbia, and a valid Class 5 BC Drivers Licence.

Knowledge, Skills and Abilities

Knowledge of water distribution and treatment practices in British Columbia.

Knowledge of Master Municipal Construction Documents and municipal engineering standard practices relative to all aspects of land development, infrastructure servicing and permit regulations and bylaws.

Knowledge of infrastructure project management.

Knowledge of the *Local Government Act* and other relevant legislation and its interpretation.

Knowledge of by-laws.

Ability to use AutoCAD and GIS (ESRI) programs.

Ability to work independently to effectively plan, organize and manage multiple priorities.

Excellent communication skills.

Ability to exercise courtesy, tact and diplomacy in dealing with other employees, contractors and the general public.

Ability to establish and maintain effective and positive working relationships with a variety of internal and external contacts.

Ability to prepare a variety of reports on work accomplished and maintains detailed records

Demonstrated proficiency with Microsoft Outlook, Word, Excel and e-mail applications.

RESPONSIBILITIES

1. Processes simple water connection and water extension applications; liaises with staff, contractors, suppliers and the applicant to determine development costs, sends water connection referrals to the Utility Operator, Director of Operations and the towns engineering consultant, drafts letters to the applicants and prepares reports for council with recommendations.
2. Provides technical advice to others making decisions by reviewing subdivision applications to identify development servicing requirements and irregularities to ensure applications comply with municipal bylaws and policies.
3. Liaises with various internal and external stakeholders in the research and processing of applications.
4. Provides preliminary technical advice to Planners on development proposals, including adherence to related bylaws and regulations.
5. Monitors municipal water quality by reviewing laboratory reports and takes action if required by issuing a boil water advisory and adjusting procedures to ensure compliance with provincial regulations.
6. Administers the Towns cross connection program and ensure compliance from water system users.
7. Acts as the contact person with RDOS Information and Technology staff who administers the Town of Oliver GIS mapping system by providing map updates and answer questions relating to town and water utility maps; uses AutoCAD to record information on various public works function and infrastructure to ensure updates to infrastructure are recorded and easily accessible on a plan.
8. Prepares and maintains development, servicing requirements and database records, minor works contracts, related work orders, for deposits and securities for infrastructure development or upgrading.
9. Investigates new design technologies applied to engineering practice, development and related computer applications and makes recommendations.
10. Prepares development design criteria, estimates, quotes and works orders for onsite and offsite works. Site inspects for completion of certificate approvals and quality assurances as required.
11. Working knowledge of standard planning, building and subdivision procedures and methods, local land use plans, bylaws, policies and procedures.
12. Liaises with and instructs contractors and consultants engaged in engineering design and provide technological support for comprehensive services as required.
13. Assists with preparation of preliminary annual or long range capital works budgets including spreadsheet infrastructure estimation of construction and operational costs; prepares cost

estimates for long term capital plans, maintains construction cost records and unit prices datable for oversized rebates or Development Cost Charges.

14. Assists with special studies for municipal engineering projects, which may include take offs, prepares documents and specifications and recommends tenders.
15. Performs other related duties as required.

Director of Operations