
UTILITY ENGINEERING TECHNICIAN

EXEMPT (Y/N): No**SALARY LEVEL:** Grid 1, Band 14**LOCATION:** Field Road**APPROVED BY:** Manager, Utility Services**DIVISION:** Utility Services**DEPARTMENT:** Infrastructure Services**SUPERVISOR:** Manager, Utility Services**DATE:** July 2023*Replaces: Utility Engineering Technician**Date: Oct 2017*

SUMMARY: Reporting to the Manager, Utility Services, this position provides technical support to the department for the delivery of water/wastewater, operating within designated service areas to ensure delivery of service meets the expectations of internal and external customers, and making the best use of available resources.

KEY RESPONSIBILITIES *include:*

1. To provide technical direction and expertise with respect to new construction and operational maintenance of water and wastewater installations, including the design and approval of new connections and extensions to the water supply system in compliance with established design/engineering standards, system optimization and regulatory requirements.
2. To review and recommend approval of development applications for water/wastewater infrastructure and negotiates servicing agreements.
3. To establish and maintain operational data with respect to water supply and distribution.
4. To provide leadership to assigned community involvement processes.
5. To co-ordinate licenses/permit applications and renewals for the operation of water and wastewater, ensuring that provincial compliance requirements are met.
6. To participate in administration of the department, including such activities as development of capital and operating budgets and five-year planning for assigned service areas.
7. To provide infrastructure information to field staff and internal customers, the general public, other utilities and jurisdictions, and other external customers.
8. To maintain an up-to-date inventory of assets managed by the Division.
9. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include:*

1. Works with GIS department to develop and maintain computerized mapping and records of installations (e.g. 'as-builts') relating to the water distribution and sanitary sewer systems.
2. Develops, maintains and monitors operation and maintenance data relating to water supply and distribution, e.g. reservoir levels, consumption, hydrant maintenance; and takes follow-up action accordingly.
3. Reviews, approves, and develops engineering drawings for subdivision servicing (sewer and water) and simple building structures in compliance with established design/engineering standards and regulatory requirements, and ensures compliance of all new installations with these standards.

4. Designs and manages construction of new facilities, liaising with user groups, developers, member municipalities, and other utilities to ensure facilities meet their expectations, in accordance with approved budget.
5. Acts as SCRD representative for assigned community groups and initiatives, such activities to include attending meetings, providing technical input, and following through with assigned tasks.
6. Compiles technical information in presentation format for inclusion in the department's annual report for water and wastewater.
7. Operates and maintains GPS survey equipment.
8. Prepares capital and operation cost estimates for inclusion in the department's budget for water and wastewater.
9. Oversees the preparation and processing of work orders.
10. Assists work crews in the planning and execution of operation and maintenance tasks.
11. Maintains a database and schedule of applications and renewals of provincial operating licenses for the water and wastewater, ensuring that documentation is timely and complete in order to meet compliance requirements.
12. Reviews and provides reports on system optimization, engineering reports and proposals, and third-party facilities for conversion.
13. Designs and maintains computer hydraulic models.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Completion of Grade 12 or equivalent
- Recognized Diploma in Civil Engineering (design and construction) from a recognized institution, preferably supplemented by an Applied Science Technology (AScT) designation.
- Minimum two (2) years' relevant work experience in applying design/engineering standards, acting as a community liaison, and engaging in public consultation, preferably in a local government environment.
- Valid Class 5 BC Driver's Licence

OTHER SKILLS/KNOWLEDGE

- Basic knowledge of applicable environmental protection and water acts, policies, guidelines and regulations
- Working knowledge of design/engineering standards and best practises as they apply to the municipal environment.
- Ability to apply a conceptual approach to the supply and delivery of region-wide water services.
- Effective organizational skills including the ability to manage multiple projects and deadlines.
- Effective oral and written communication skills, specifically in the preparation of reports.
- Demonstrated ability to proactively develop mutually beneficial working relationships with colleagues, clients, and others.
- Ability to facilitate meetings of committees of various public interest groups.
- Advanced level proficiency in the operation of Microsoft Office software and graphics/mapping and modelling software, such as ESRI GIS, AutoCAD, Water Gems, and Cartograph.
- Ability to use and maintain surveying equipment.