



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## External Job Posting

<b>Position:</b>	<b>Engineering Technician Coordinator</b>
<b>Status:</b>	Casual/On-Call
<b>Work Area:</b>	Engineering
<b>Posting Date:</b>	June 4, 2024
<b>Closing Date:</b>	Open until filled

## General Summary:

Under the supervision of an Engineering Manager, the Engineering Technician Coordinator performs technical work with a focus on supporting either the Capital, Development, or Transportation area of engineering, including assisting with the planning, design and construction of projects. In addition to providing leadership to the Engineering Technicians on issues, this position works closely and collaboratively with the Community Development and Public Works departments.

## Key Duties and Responsibilities:

- Contributes to the success of our team and creation of our community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Provides front line customer service for Development Services Engineering as required.
- Compiles development-related statistics and prepares reports as needed.
- Provides a wide range of technical support for large and small engineering programs and projects, including participating from the planning stages to final completion.
- Determines scope of work, helps draft tender documents and provides overall construction management support.
- Mentors, teaches and provides leadership to Engineering Technicians on all of their tasks that, whether for ongoing operational issues or ongoing projects.
- Works closely with the Community Development team to provide technical support and guidance.
- Responds to general enquiries about land development processes and assists in interpreting Engineering requirements and policies.
- Performs field inspections to ensure compliance with municipal regulations and bylaws.
- Reviews servicing plans for conformity with municipal regulations, bylaws and accepted engineering practice.
- Develops and maintains computer files and models relating to projects.
- Administers and interprets Bylaws in relation to projects and applications.
- Works with Engineers on management of assigned development files.
- Coordinates review with other municipal departments and provincial agencies as required.
- Reviews engineering reports and design drawings for conformance and adherence to requirements, standards, regulations and bylaws.
- Evaluates effects of proposals and applications on municipal services and Compiles development-related statistics and prepares reports as needed.
- Assists in preparing Service Agreements.
- Works with Public Works staff on areas of overlap.

## Required Knowledge, Skills and Abilities:

- Thorough knowledge of engineering and project management principles as they relate to infrastructure projects.
- Strong working knowledge of land development practices, Municipal Bylaws, Local Government Act and the Community Charter.
- Advanced computer skills and thorough knowledge of Microsoft Office including MS Word, Excel and Outlook.
- Excellent verbal and written communication skills.
- Strong interpersonal skills including the ability to deal with people in a professional and courteous manner in difficult circumstances.
- Organized and detail oriented with the ability to perform multiple duties simultaneously while meeting deadlines.
- Highly analytical and research oriented.
- Ability to read and understand complex plans (architectural, engineering and legal plans) and excellent working knowledge of MMCD.
- Ability to coach, mentor staff, and provide feedback.
- Ability to provide feedback on engineering cost estimates for infrastructure projects.



# SQUAMISH

HARDWIRED *for* ADVENTURE

- Ability to analyze complicated scenarios and recommend timely and sound decisions.
- Ability to write and present reports.
- Ability to read architectural, engineering and legal plans and specifications.

**Required Training, Education and Experience:**

- Possession of a valid B.C. Class 5 Driver's License.
  - Technical School Diploma in Civil/Structural Engineering Technology.
  - Member of, or be eligible for, membership with the Applied Science Technologist and Technicians of BC (ASTTBC) or Planning Institute of British Columbia.
  - Experience dealing with the public and providing outstanding customer service.
  - Experience working with other technical staff in a coaching role.
  - Ideally 8 years of related experience as an Engineering Technician, preferably in a local government context.
- OR**
- An equivalent combination of education, training and experience.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** Hours of Work: Casual, On-Call. Current shifts (subject to change) range between the hours of 8:00 a.m. to 5:00 p.m., Monday to Friday.

**Salary:** \$47.63 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

**Direct Your Application (Quoting Competition #) To: #24-84**

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: [jobs@squamish.ca](mailto:jobs@squamish.ca)

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include "Accessibility" in the subject line. We thank all applicants for applying.*