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- The City of Campbell River has an exciting opportunity for an experienced Development Engineering Technologist II or III to join our team.
  - Put your expertise to use in this dynamic role and make a difference in our community.
  - Receive a competitive salary plus a host of great benefits!

### Working with the City of Campbell River

At the City of Campbell River, we believe our employees are the cornerstone of our organization and play an important role in creating and sustaining a vibrant, healthy and safe community for our residents. We strive to provide a respectful, collaborative and inclusive workplace where employees are appreciated and recognized for their contributions.

But don't just take our word for it, check out the many diverse reasons as to why our employees believe the City is a great place to work by watching our [“At Your Service” video](#).

### About the City of Campbell River

Located on Vancouver Island, the City of Campbell River was voted as one of the “Best Cities to Work in” by BC Business magazine in 2018. Surrounded by majestic mountains and spectacular views of Discovery Passage, Campbell River offers a rare combination of a welcoming small-town feel with large city amenities. From summer markets and events, to a very active arts and culture community, to year-round, world-class recreational opportunities and affordable housing options, the Campbell River lifestyle is unparalleled. It is no wonder that residents consider it one of the best locations in Canada to work, live and play!

For more info, check out our [website!](#)

### Your New Role

We are seeking an experienced **Development Engineering Technologist II or III** to join our team.

Reporting to Development Engineering Supervisor and as part of an integrated development services team, you will work in a fast-paced and customer focused environment.

#### In either of these roles, your main responsibilities will be:

- Reviewing and approving engineering design drawings and reports for subdivision and development applications, including Building Permits, Major Development Applications and Environmental Development Permits
- Acting as File Manager for subdivision applications including circulation, drafting preliminary approval and final acceptance, and liaising with other departments regarding impacts or conflicts of applications received
- Building and maintaining effective communication and relationships with internal and external stakeholders
- Reviewing and commenting on planning applications
- Conducting detailed analysis and preparing comprehensive engineering reports on land development and municipal engineering issues
- Performing field inspections and site visits

## Our ideal candidates will possess:

- A **two-year Diploma in Civil Engineering Technology** or related field from a recognized post-secondary educational institution
- **Registration or eligible for registration as a AScT with ASTTBC** or membership with other self-regulated professional associations
- **For the Engineering Technologist III position – a minimum of 5 years** of progressive experience in the review and analysis, or design and construction of municipal works and services  
**OR**  
**For the Engineering Technologist II position – a minimum of 3 years** of progressive experience in the review and analysis, or design and construction of municipal works and services
- Thorough knowledge of current relevant civil engineering principles and practices
- Sound knowledge of municipal and provincial regulations, standards, and practices in regards to land development and an understanding of the impact of development on municipal infrastructure.

In addition to excellent analytical, **problem-solving, and communications skills**, you have the ability to exercise sound decision-making while multitasking and working under tight timelines to respond to rapid changes in direction and priorities.

**In either of these pivotal roles**, you will need to be able to establish and maintain effective working relationships, **represent the City's interests in a professional manner** and be willing to contribute to maintaining a respectful, safe and supportive work environment.

**For a detailed job description on these CUPE bargaining unit positions**, please see the attached pages.

## The Rewards

We offer a **competitive pay** and benefits package that supports the financial security, health and well-being of our employees and their families.

In exchange for your hard work and commitment, you will be rewarded with a competitive wage of **\$39.35 per hour** for the Engineering Technologist III role or **\$35.12 per hour** for the Engineering Technologist II role, based on a 40 hour work week plus:

- An opportunity to work with great people in a supportive, team environment
- Professional development and training opportunities
- Relocation assistance
- Extended health and dental benefits, and group life insurance
- Pension plan
- Employee assistance program for employees and family members
- 2 weeks paid vacation after the first year, and 3 weeks after the second year
- Social events – annual events and casual social get-togethers
- Long term employment opportunity

*If you are looking for a dynamic working environment where you will be provided opportunities to continue to grow and learn new skills, then this is the right opportunity for you!*

➤ **To apply for either these roles, please submit your resume and covering letter, quoting Competition EXT-19-49 by email to: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)**

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**This posting closes at 4:30 pm on Wednesday, September 11, 2019**

### Contact Information:

Human Resources  
City of Campbell River  
301 St. Ann's Road, Campbell River, BC

Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)  
Website: [www.campbellriver.ca/employment](http://www.campbellriver.ca/employment)

## Engineering Technologist II (Development Services)

<b>Approval Date:</b> August 2019	<b>Department:</b> Development Services	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
<b>Title of Excluded Supervisor:</b> Development Engineering Supervisor		

### General Accountability:

#### Purpose and Scope

- Reporting to the Development Engineering Supervisor, the Engineering Technologist II provides technical support in all aspects of a relevant discipline of engineering as required by the Development Services Department, other departments and the public.
- The Engineering Technologist II will be responsible for the review of submitted studies, plans, detailed engineering designs, drawings, estimates, and specifications related to their particular discipline, in addition to assisting with developing and updating bylaws, policies and procedures in line with good engineering practice. Additional responsibilities include, but are not limited to, site inspection, database and record drawing maintenance, correspondence, report writing, assisting with bylaw enforcement and other miscellaneous duties as assigned.

### Nature and Scope of Work

- Work is assigned in terms of broad objectives and is reviewed for soundness of approach and general effectiveness.
- Provide a wide variety of office and field technical tasks, assisting with the following, but not limited to:
  - Review submitted design drawings and associated reports for simple subdivision and development engineering applications under the direction of the Engineering Technologist III or Development Engineering Supervisor;
  - Review and comment on simple planning applications under the direction of the Engineering Technologist III or Development Engineering Supervisor;
  - Manage simple subdivision application files, including circulation, drafting preliminary approval and final acceptance;
  - Liaise with other City departments regarding impacts or conflicts of applications received;
  - Prepare written certificates and agreements relating to development;
  - Provide written correspondence to outside stakeholders;
  - Respond to BC One-Call inquiries, including investigation into utility statutory right of ways;
  - Review soil deposition permits;
  - Review and approve various engineering permits, including but not limited to: Work on City Lands (WCL), Driveway, etc;
  - Complete utility company permit review/approval and inspection;
  - Research record drawings for infrastructure location;
  - Provide utility information as requested by staff or public in accordance with departmental policies;
  - Assist with bylaw enforcement issues related to engineering matters;
  - Perform field inspection work, for a variety of reasons, including but not limited to, contractor compliance with WCL Permits; review of statutory-right-of-way conditions; review of subdivision infrastructure construction and maintenance condition; inspection of properties related to soil deposition permits; inspection of City infrastructure near or related to building permits; and data collection;
  - Carry out research, data collection, and analysis;

- Provide Development Services front counter service, respond to telephone inquiries from clients (residents/developers) and take appropriate action in a prompt manner;
- Assist with the review, drafting and comment on bylaw changes;
- Build and maintain effective communication and coordination with internal and external contacts such as other City staff, developers, engineers, architects, contractors, other local, provincial and federal governments and agencies, etc;
- Assist with and participate in public consultation and educational initiatives;
- Ensure conventional and electronic departmental data, documents, reports, drawings and correspondence are maintained in accordance with the City's records management systems;
- Remain current with changes to relevant local government, provincial and federal acts and regulations, bylaws, policies and processes, case law, and general trends and developments;
- Demonstrate accountability for safe work practices;
- Miscellaneous duties as assigned.

### **Necessary Qualifications**

#### **Knowledge:**

- Thorough knowledge of current civil engineering principles and practices relevant to the work.
- Sound understanding of current industry standard, land development construction practices and techniques.
- Working knowledge of relevant Federal, Provincial and Municipal statutes, regulations, guidelines, policies and bylaws relating to land development.
- Working knowledge of all relevant procedures/standards/manuals.
- Working knowledge of computer-aided drafting, word processing, spreadsheets, and database software.
- WorkSafeBC regulations and safe work procedures.

#### **Skills:**

- Proficiency with AutoCAD, Microsoft Office Suite and Microsoft Project.
- Excellent research, analytical, problem solving and decision making skills.
- Sound planning, organizational and project management skills.
- Strong written and oral communication skills.
- Strong interpersonal and conflict resolution skills.
- Safe work habits and practices.

#### **Abilities:**

- Ability to represent the City's interests in a professional manner.
- Ability to multitask and to work effectively under tight timelines and respond appropriately to rapid and constant changes in direction and priorities.
- Ability to exercise sound judgement and good decision-making.
- Ability to read and interpret engineering drawings, specifications, contracts and plans; identify, collect and analyze relevant data, and prepare technical reports.
- Ability to produce and present technical material to various audiences.
- Ability to perform work with a high degree of attention to detail and accuracy.
- Ability to establish and maintain effective working relationships with internal and external stakeholders, consultants, contractors and the general public.
- Ability to work under minimal supervision and direction.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

#### **Education:**

- Two (2) year Diploma in Civil Engineering Technology or related field from a recognized post-secondary educational institution.
- Eligible for registration as an Applied Science Technologist (AScT) with the Applied Science and Technologists Association of BC (ASTTBC) or membership with the Engineers and Geoscientists of BC (EGBC) or other self-regulated professional association relevant to the discipline/specialization.

**Training/Licences:**

- Must possess and maintain valid driver's license and provide and maintain a clear driver's abstract, as per City policy.
- Training in Project Management

**Experience:**

- Minimum of three (3) years progressive relevant experience in the design and construction of municipal works and services within the past 10 years.
- Experience working with civil general contractors.

**Preferred Criteria (For External Postings)**

- Experience in municipal development engineering

## Engineering Technologist III (Development Services)

<b>Approval Date:</b> August 2019	<b>Department:</b> Development Services	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
<b>Title of Excluded Supervisor:</b>	Development Engineering Supervisor	

### General Accountability:

#### Purpose and Scope

- Reporting to the Development Engineering Supervisor, the Engineering Technologist III provides advanced technical support and expertise in all aspects of a relevant discipline of engineering as required by the Development Services Department, other departments and the public.
- The Engineering Technologist III will be responsible for review and approval of submitted studies, plans, detailed engineering designs, drawings, estimates, and specifications related to their particular discipline, in addition to developing and updating bylaws, policies and procedures in line with good engineering practice. Additional responsibilities include, but are not limited to, site inspection, database and record drawing maintenance, correspondence, report writing, bylaw enforcement and other miscellaneous duties as assigned.

### Nature and Scope of Work

- Work is assigned in terms of broad objectives and is reviewed for soundness of approach and general effectiveness.
- Provide a wide variety of office and field advanced technical tasks, assisting with and in some cases taking the lead on the following, but not limited to:
  - Review and approve submitted design drawings and associated reports for subdivision and development engineering applications under the direction of the Development Engineering Supervisor;
  - Review and comment on planning applications under the direction of the Development Engineering Supervisor;
  - Manage subdivision application files, including circulation, drafting preliminary approval and final acceptance;
  - Liaise with other City departments regarding impacts or conflicts of applications received;
  - Prepare written certificates and agreements relating to development;
  - Provide written correspondence to outside stakeholders;
  - Respond to BC One-Call inquiries, including investigation into utility statutory right of ways;
  - Review and approve soil deposition permits;
  - Review and approve various engineering permits, including but not limited to: Work on City Lands, Driveway, etc;
  - Complete utility company permit review/approval and inspection;
  - Research record drawings for infrastructure location;
  - Provide utility information as requested by staff or public in accordance with departmental policies;
  - Assist with bylaw enforcement issues related to engineering matters;
  - Perform field inspection work, for a variety of reasons, including but not limited to, contractor compliance with WCL Permits; review of statutory-right-of-way conditions; review of subdivision infrastructure construction and maintenance condition; inspection of properties related to soil deposition permits; inspection of City infrastructure near or related to building permits; and data collection;
  - Carry out research, data collection, and analysis;

- Participate in the orientation, training and mentorship of technical staff within development engineering;
- Provide Development Services front counter service, respond to telephone inquiries from clients (residents/developers) and take appropriate action in a prompt manner;
- Review, draft and comment on bylaw changes;
- Participate in various multi-jurisdictional committees and groups;
- Build and maintain effective communication and coordination with internal and external contacts such as other City staff, Council, developers, engineers, architects, contractors, other local, provincial and federal governments and agencies, etc;
- Arrange for and engage in public consultation and educational initiatives;
- Prepare and provide engineering reports and/or presentations on land development and municipal engineering issues at public meetings such as Council, external committees, neighbourhood and other associations;
- Ensure conventional and electronic departmental data, documents, reports, drawings and correspondence are maintained in accordance with the City's records management systems;
- Maintain the Approved Products List in conjunction with the Subdivision and Development Standards Bylaw;
- Remain current with changes to relevant local government, provincial and federal acts and regulations, bylaws, policies and processes, case law, and general trends and developments;
- Demonstrate accountability for safe work practices;
- Miscellaneous duties as assigned.

### **Necessary Qualifications**

#### **Knowledge:**

- Thorough knowledge of current civil engineering principles and practices relevant to the work.
- Thorough knowledge of current industry standard, land development construction practices and techniques.
- Sound understanding of the impact of development on municipal infrastructure
- Working knowledge of relevant Federal, Provincial and Municipal statutes, regulations, guidelines, policies and bylaws relating to land development.
- Working knowledge of all relevant procedures/standards/manuals.
- Working knowledge of computer-aided drafting, word processing, spreadsheets, and database software.
- WorkSafeBC regulations and safe work procedures.

#### **Skills:**

- Proficiency with AutoCAD, Microsoft Office Suite and Microsoft Project.
- Excellent research, analytical, problem solving and decision making skills.
- Excellent planning, organizational and project management skills.
- Strong written and oral communication skills.
- Excellent interpersonal and conflict resolution skills.
- Leadership skills.
- Safe work habits and practices.

#### **Abilities:**

- Ability to represent the City's interests in a professional manner.
- Ability to multitask and to work effectively under tight timelines and respond appropriately to rapid and constant changes in direction and priorities.
- Ability to exercise sound judgement and good decision-making.
- Ability to read and interpret engineering drawings, specifications, contracts and plans; identify, collect and analyze relevant data, and prepare technical reports.
- Ability to produce and present technical material to various audiences.
- Ability to perform work with a high degree of attention to detail and accuracy.
- Ability to establish and maintain effective working relationships with internal and external stakeholders, consultants, contractors and the general public.

- Ability to work under minimal supervision and direction, exercising considerable independence and initiative.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

**Education:**

- Two (2) year Diploma in Civil Engineering Technology or related field from a recognized post-secondary educational institution.
- Eligible for registration as an Applied Science Technologist (AScT) with the Applied Science and Technologists Association of BC (ASTTBC) or membership with the Engineers and Geoscientists of BC (EGBC) or other self-regulated professional association relevant to the discipline/specialization.

**Training/Licences:**

- Training in Project Management.
- Must possess and maintain valid driver's license and provide and maintain a clear driver's abstract, as per City policy.

**Experience:**

- Minimum of five (5) years progressive relevant experience in the design and construction of municipal works and services within the past 10 years.
- Experience working with civil general contractors.

**Preferred Criteria (For External Postings)**

- Experience in municipal development engineering
- Supervisory experience.