



CLASSIFICATION: ENGINEERING TECHNOLOGIST

JOB TITLE: ENGINEERING TECHNOLOGIST

REFERENCE NO: 100422

DIVISION: PUBLIC SERVICES

DEPARTMENT: PARKS & RECREATION

APPROVAL DATES: BY: 
COMMISSIONER OF PUBLIC SERVICES

DATE: October 9, 2019

BY: 
GENERAL MANAGER OF HUMAN RESOURCES

DATE: Oct. 7/19

GENERAL DESCRIPTION:

This is a senior level unionized technical position that is responsible for the asset and project planning associated with Parks and Recreation capital projects.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Superintendent of Asset Planning or designate.
- Works collaboratively with Corporate Asset Management staff who manage and execute Parks and Recreation capital projects.
- Maintains effective working relationships with City staff and external agencies, user groups, community partners, consultants and developers.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Work collaboratively with Corporate Asset Management staff on the execution of Parks & Recreation capital projects, ensuring compliance to departmental standards, design drawings and specifications. This includes development of project statements, review drawings and specifications for the project, evaluates and provides technical comments, and conducts field inspections, as needed.
- Monitor the day-to-day expenditures and schedule of capital projects, in collaboration with Corporate Asset Management (CAM) staff who are responsible for the execution of the plan. Works with CAM staff to ensure any departmental approvals of change orders and scheduling changes align with department needs.
- Support the development and maintenance of an asset management plan for the department by planning, coordinating and conducting condition assessments and performing analysis to optimize life cycle costs and minimize risks, while meeting established service levels.
- Data capture in the field using various forms of survey equipment with the ability to import, manipulate and export coordinate data.
- Prepare and review preliminary design relating to Parks and Recreation drainage, facilities and infrastructure.
- Prepare responses on subdivision approvals, detailed drawings submitted by developers for parks and open space development, circulation of projects from other departments and provide field inspection services for any projects affecting Parks and Recreation infrastructure to ensure they meet departmental standards and specifications.

- Develop, maintain, and modify departmental standards/specifications under the guidance of the department Superintendent of Asset Planning and/or the Manager of Business and Asset Planning.
- Ensure work performed meets or exceeds regulatory code requirements and/or City standards and specifications including all provincial Occupational Health and Safety and Environmental legislation as well as the City's Health and Safety and Environmental policies.
- Receive, approve and disseminate all historical information and as-built records.
- Coordinate, liaise and exchange information with consultants, developers, external agencies, department operational staff and other City departments.
- Perform all other related duties as may be requested by an immediate supervisor or delegate.

REQUIRED COMPETENCIES:

- Thorough knowledge and demonstrated experience in principles and methods of asset management including life cycle cost analysis and asset optimization.
- Demonstrated project management experience with strong organizational skills along with a thorough understanding of the project management process from initiation through completion.
- Thorough knowledge of practises, materials, equipment and methods used in the development of parks and construction of parks and recreation amenities and facilities.
- Thorough knowledge of tenders, contracts and contract administration principles and procedures, and proficiency in reading engineering drawings, specifications, and contract documents.
- Strong ability to maintain effective working relationships with fellow employees, consultants, community partners and the public.
- Strong analytical, problem solving skills to effectively identify and respond to risk, and constraints.
- Proven ability to manage and organize multiple priorities while dealing with a wide variety of stakeholders to resolve issues, initiate action and complete projects, in an environment with a heavy workload and fast-pace with competing priorities.
- Ability to make decisions independently using well developed professional judgement.
- Working knowledge of municipal budgeting principles and practises.
- Proficient in the use of GIS, AutoCAD and enterprise asset management system software, as well as various forms of survey equipment such as total stations, builder levels and GPS.
- Strong computer skills in a network environment, including the ability to use planning and design software tools with the ability to quickly learn and understand new applications.
- Excellent verbal and written communication skills.
- Thorough knowledge and understanding of Alberta's Environmental and Occupational Health & Safety regulations and knowledge of other relevant Federal, Provincial and Municipal legislation.

REQUIRED QUALIFICATIONS:

- Successful completion of a two (2) year diploma in Civil Engineering Technology, or equivalent, from a recognized post-secondary institution.
- Certified Engineering Technologist (C.E.T.) with membership in, or the ability to become a member of, the Alberta Society of Engineering Technologists (ASET).
- Five (5) years' related experience in asset/capital planning related to park development and construction of parks and recreation amenities and facilities. Preference given to candidates with direct GIS & AutoCad experience.
- Asset Management certification from an accredited Asset Management Institute considered an asset.
- Possess a valid Class 5 Alberta Driver's License with an acceptable driving record.
- An equivalent combination of management approved training and experience may be considered.