



JOB DESCRIPTION

CLASSIFICATION: TECHNOLOGIST III (ENGINEERING) EU

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REFERENCE NO: 100119

DIVISION: ENERGY AND INFRASTRUCTURE

DEPARTMENT: CITY ASSETS

APPROVAL DATES: BY:  **DATE:** March 8, 2022
MANAGING DIRECTOR – ENERGY AND INFRASTRUCTURE

BY:  **DATE:** October 4, 2021
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This is an intermediate technical position that provides project administrative support to the Technologist and Engineering teams relating to various components of development engineering and municipal water, wastewater, and solid waste projects. This position is considered an expert, fully proficient in the required engineering as well as knowledge of project stakeholder requirements. Position may be required to facilitate changes to established methods and operating procedures to complete a task.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to Manager – Engineering (City Assets – Environmental Utilities).
- May provide technical guidance and supervision to Technologist I and II and /or temporary staff assigned to a common project.
- Includes internal relationships with other department and City employees.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Under the guidance of the Manager- Engineering and senior technologists, designs, analyses, conducts network simulations and evaluates various aspects of municipal water and wastewater infrastructure with minimum guidance.
- Under the guidance of the Manager Engineering and senior technologists, prepares technical drawings and develops specifications.
- Performs elements of project management including document preparation and final records completion.
- Conducts field studies and trains others in the use of engineering equipment including Global Positioning Systems/electronic survey equipment, personal computers, programmable dataloggers, flow measuring devices and similar types of technology.
- Uses and customizes specialized engineering and corporate software for comprehensive modelling, analysis, design, data gathering, data compilation and records management in areas of water, wastewater and landfill operations.
- Creates, revises and maintains infrastructure records by CAD drafting, scanning, spatial referencing, reproducing, retrieving and filing.
- Identifies requirements and oversees document registration relating to property rights for existing and proposed infrastructure requirements.
- Technical liaison and engineering data exchange with consultants, clients and other departments.
- Remains up to date in knowledge and skills in water, wastewater and solid waste systems and the supporting engineering equipment and software.

- Performs other duties as required.

REQUIRED COMPETENCIES:

- Ability to make arithmetical and field calculations as required.
- Demonstrated proficiency of knowledge in technical and engineering principles and practices related to the work assigned.
- Knowledge of applicable terminology and techniques related to the work assigned.
- Ability to operate precision equipment and instruments and to adhere to approved practices related to work assignments.
- Highly skilled in GIS, CADD and database software in order to access, edit, maintain, input information and develop applications.
- Demonstrated proficiency in the ability to read and interpret plans, specifications, diagrams, charts and technical reports related to the work assigned.
- Demonstrated proficiency of knowledge in civil engineering principles and practices related to municipal development, water distribution and sanitary sewer collection, and drafting.
- Demonstrated proficiency of knowledge in current surveying principles, practices and procedures.
- Knowledge in operation of total stations, Global Positioning Systems and levels.
- Demonstrated proficiency in computer technology and software applications to perform tasks and generate drawings, maps, queries and reports.
- Ability to understand and execute oral and written instructions.
- Ability to establish and maintain effective working relationships with others.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications, including geomatic and drafting software.
- Knowledge and application of Provincial Occupational Health and Safety and Environmental legislation as well as City's Health, Safety and Environmental Management System and policies.

REQUIRED QUALIFICATIONS:

- Successful completion of a Civil Engineering or Drafting Technology Diploma from a recognized post-secondary institution.
- Five (5) years of directly related experience in a municipal environment or three (3) years of related experience as City of Medicine Hat Technologist II.
- Membership in Alberta Society of Engineering Technologists - C.E.T. or ability to obtain.
- Willing to participate in professional development as per the Environmental Utilities Engineering Technologist Training Plan.
- Possess and maintain a valid Class 5 Alberta driver's license with an acceptable driving record.
- A management approved equivalent combination of training and experience may be considered.