City of Campbell River

Job Description

ENGINEERING TECHNOLOGIST III (OPERATIONS)

Approval Date:	October 2026	**Department:**	Operations
☐ IAFF	☒ CUPE	☐ Management	
Title of Excluded Supervisor:	Operations Manager		

General Accountability:

Purpose and Scope

Reporting to the Operations Manager, the Engineering Technologist III – Operations provides advanced engineering technical support and expertise in all aspects of municipal engineering, surveying services, and project and construction management across the Operations Division (parks, roads, fleet, facilities, water, liquid waste, drainage).

The Engineering Technologist III – Operations will be responsible for providing a high level of commitment, support, and resources to the Operations departments. Work is assigned in terms of broad objectives and is reviewed for soundness of approach and general effectiveness.

Nature and Scope of Work

Provide a wide variety of advanced technical tasks, assisting with and in some cases taking the lead on the following, but not limited to:

- Coordinate and oversee projects, contractors and consultants.
- Field surveying, including property line verification, site layout and staking, measurement of elevations, distances, and offsets to support construction and engineering activities.
- Advise engineering consultants of technical engineering details, processes and requirements.
- Coordinate and implement performance and business improvement strategies and programs such as emergency response, infrastructure condition assessments, and other preventative maintenance programs.
- Responsible for ongoing data collection and management of infrastructure in OMS (Operations Management System.
- Review engineering reports, drawings and specifications to provide input to decision making and approvals related to municipal infrastructure.
- Perform site inspections of works related to municipal development projects to ensure conformance with contract requirements and engineering standards.
- Carry out research, data collection, and analysis and prepare technical reports and correspondence.
- Assist in development and execution of Request For Proposals (RFP) for contracted services.
- Assist with development of project estimates and development of project budgets.
- Assist in the development of short and long range plans related to municipal infrastructure, capital projects, maintenance programs and annual budget.
- Assist with investigating and responding to insurance claims against the City.
- Assists the GIS technician with the operation and maintenance of the GIS using ArcGIS.
- Assist in the maintenance of the Approved Products List in conjunction with the Subdivision and Development Standards Bylaw.
- Assist with bylaw enforcement issues related to engineering matters.
- Ensure conventional and electronic departmental data, documents, reports, drawings and correspondence are maintained in accordance with the City's records management systems.

- Provide technical support to other departments including interpretation of technical records information, preparation and distribution of engineering drawings.
- Provide support to asset management as and when required.
- Provide guidance to other staff and contractors who are assisting with related Operations work.
- Build and maintain effective communication and coordination with internal and external contacts such as other City staff, Council, developers, engineers, architects, contractors, and other government agencies.
- Arrange for and engage in public consultation and educational initiatives as required.
- 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.
- Perform other duties as assigned.

Necessary Qualifications

Knowledge:

- Thorough knowledge of current civil engineering principles and practices relevant to the work.
- Thorough knowledge of engineering methods, techniques, materials and equipment used in the design and construction of municipal services and utilities.
- Thorough knowledge of project and construction management methodologies, processes and best practices.
- Thorough knowledge of the Manual of Uniform Traffic Control Devices for Canada.
- Thorough knowledge of all relevant procedures/standards/manuals.
- Working knowledge of surveying principles, practices, methods, and equipment applicable to municipal infrastructure and construction.
- Working knowledge of relevant Federal, Provincial and Municipal statutes, regulations, guidelines, policies and bylaws.
- Working knowledge of MMCD Construction Document Set, latest version.
- Working knowledge of WorkSafeBC regulations and safe work procedures.

Skills:

- Proficiency with GIS, ArcGIS, AutoCAD, Microsoft Office Suite, Microsoft Project and departmental specific software.
- Proficiency in the use of surveying equipment and technology, including total stations, GPS/FNSS equipment, digital levels, data collectors, and related software.
- Excellent research, analytical, problem solving and decision-making skills.
- Strong planning, organizational, and project management skills.
- Strong written and oral communication skills.
- Excellent attention to detail and focus on quality results.
- Leadership skills with some previous supervisory experience.
- Safe work habits and practices.

Abilities:

- Ability to multitask and to work under tight timelines and respond to rapid and constant changes in direction and priorities.
- Ability to read and interpret engineering drawings, specifications, contracts, and plans; identify, collect, and analyze relevant data; and prepare technical reports.
- Ability to perform topographic, elevation, boundary/location, and construction layout surveys.
- Ability to exercise sound judgement and good decision-making.
- Ability to produce and present technical material to various audiences.
- Ability to represent the City's interests in a variety of formal and informal settings.
- Ability to work under minimal supervision.
- Ability to foster and maintain effective and productive working relationships with internal and external stakeholders, consultants, contractors and the general public.
- 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 relevant field from a recognized post-secondary educational institution.
- Registered as an AScT with the Applied Science Technologists and Technicians of BC, or for registration with other self-regulated professional association relevant to the discipline/specialization within the first 6 months.

Training/Licences:

- Training in Project Management.
- Must possess and maintain a valid Class 5 Driver's Licence, and provide and maintain a clear driver's abstract, as per City policy.

Experience:

- Minimum of five (5) years progressive and relevant technical (analysis, design, research, etc.) experience in the municipal engineering field within the past ten (10) years.
- Experience in the civil construction field undertaking site layouts, surveying and conducting site inspections.

Preferred Criteria (for external hires)

- Previous supervisory experience.