

The City of Trail

JOB DESCRIPTION

TITLE: ENGINEERING TECHNICIAN
DEPARTMENT: ENGINEERING
REPORTS TO: MANAGER OF ENGINEERING AND PROJECTS

➤ *This position is within the Bargaining Unit – CUPE, Local 2087*

POSITION SUMMARY:

Reporting to the Manager of Engineering and Projects, the Engineering Technician is responsible for helping to coordinate, and performing work within the Engineering Department. Also, responsible for assisting in the overall Municipal Services operation and maintenance of Roads, Parks, Cemetery, Utilities and Facilities and providing various departments with engineering services on City infrastructure, underground utilities and above-ground structures. Works closely with departmental operations, supervisory staff and administration on scheduling of activities. This position is responsible for assisting in the preparation of and the management of a comprehensive capital and maintenance program. Works cooperatively with Managers and others in a team environment. Works toward optimum performance and motivating personnel. Must be able to carry out the duties of the position with minimal direction and/or supervision and be a self-motivator.

SPECIFIC DUTIES:

1. Efficiently assists with the organization and coordination of work carried out by the Engineering Department so as to utilize the departmental manpower to its fullest extent.
2. Maintain a thorough City familiarity and knowledge of existing engineering records, City infrastructure, City and departmental procedures and policies and City bylaws related to the overall function of the Department.
3. Provide technical advice and assistance to City employees and to the general public, and respond to service requests, complaints, inquiries and other engineering approvals in a timely manner.
4. Supervise and/or conduct field surveys to obtain information for design of water and sewer facilities, street construction, drainage works, subdivision development, park and recreation facility development and any other works requiring vertical and horizontal control, and to maintain the City's control monument network.

5. Supervise and/or carry out design drawings, cost estimates and survey layout for construction and maintenance of utilities, streets, drainage, subdivision development, parks and recreation area development, cemetery development and other such works as may be carried out by the Department, in accordance with developed standards, regulations, policies and good engineering practice.
6. Assist with the reviews of private land development and subdivision proposals for compliance with developed standards, City bylaws and policies, off-site servicing agreements and construction security requirements.
7. Supervise and/or prepare technical reports, surveys, analyses and recommendations on City infrastructure, both existing and proposed.
8. Supervise, or carry out, project management for City infrastructure projects to ensure adherence to time and budget parameters.
9. Supervise and/or provide requested building site information and checking of building site plans for conformance with drainage, building and utility elevations, and site servicing by all utilities.
10. Supervise and/or conduct the necessary practices to maintain Department records and mapping in a current state with respect to engineering, City utilities, streets, drainage, parks, cemeteries, street lighting, town planning, subdivision development and any other works or areas assigned from time-to-time to the control and responsibility of the Department.
11. Undertake as required the development and maintenance of the City's electronic as-built infrastructure system and Geographical Information System, including updating and training of departmental and City employees and the development and maintenance of system standards.
12. Undertake the drafting of various maps, plans and presentation documents, as required.
13. Undertake the calculations necessary to establish the quantities and parameters for contracts to be tendered by the City, and to supervise, or carry out, the preparation and administration of Tender and Contract documents.
14. Undertake as required inspections of work being carried out by contractors and by City forces to assure that all requirements of the Contract Specifications, Conditions and City standards are being complied with, that accurate measurements are being obtained for quantity control and for progress payment releases, and that data necessary for "as-built" records and mapping is being accurately compiled.
15. Set up and conduct meetings dealing with City contracts.
16. Coordinate City projects in liaison with contractors, other Departments and other necessary government agencies.

17. Establish a working relationship with utility companies, contractors and contacts with key government agencies.
18. Advise the Municipal and Corporate Service Departments on requirements for standard drawings and specifications, applicable changes to Department policies or procedures and provide information on a regular basis with respect to work being carried out, and being planned for, by the Department.
19. Assist as required with the development and preparation of bylaws, or amendments, and budgets for, and monitoring of, maintenance and capital projects, Local Improvement Projects (L.I.P.s) and federal and provincial grant programs, when necessary.
20. Assist in the preparation of the annual and long-term operational and capital budgets for the Department. Seeks the advice and assistance of senior staff as appropriate. Approves invoices for payment. Review of all operational and capital budgets on a regular basis and reports to the Manager of Engineering and Projects on any inconsistencies.
21. Research and identify senior level government infrastructure grant opportunities to identify funding sources for specific projects and make recommendations with respect to applications. Compile and edit such grant applications in a timely way and keep in contact with senior level government departments during the review process in order to supply additional supportive material. Manage the process of supplying progress reports when required.
22. Recommend and/or draft operational procedures and policies related to the efficient and cohesive functioning of the department.
23. Assure that safe working conditions are maintained by personnel under their control in compliance with the adopted City Safety Policies and requirements of WorkSafeBC Industrial Health and Safety Regulations.
24. Available for on-call weekend duty to a maximum of once every six weeks and be available after regular hours for emergency response in this department. Available to respond to call-outs, as requested by the Manager of Engineering and Projects, or as required by the public.
25. Maintain a suitable appearance and attire in keeping with the public nature of the position.
26. Perform such other related duties as may be assigned from time-to-time.

QUALIFICATIONS:

1. Must hold a diploma from a recognized Institute of Technology in the discipline of Civil Engineering Technology (Municipal option preferred), and be registered, or eligible for registration, as an ASCT (or equivalent) with the ASTTBC. Other disciplines or equivalent experience will be considered.
2. Must hold and maintain a valid Class 5 B.C. Drivers License.

3. Must be physically capable of performing the specific duties required.
4. Desirable to have a minimum of two (2) to five (5) years experience related to the specific duties outlined.
5. Desirable to have a minimum of two (2) to five (5) years experience in supervision of employees and/or contractors.
6. Must have considerable knowledge of terminology, materials, methods, labour and equipment employed in Municipal infrastructure planning and construction.
7. Must have advanced skills in AutoCAD and in computer-assisted infrastructure modeling and engineering design and should have GIS application experience with AutoDesk software (MAP, MapGuide, Onsite) and must have appropriate skills in ESRI software (ArcView, ArcInfo, or ArcGIS).
8. Must have an excellent working knowledge in spreadsheet, word processing and database programs (MS Office environment), and in computer file organization and storage, and in computer hardware, plotters and networks.

ABILITIES:

1. Must be able to carry out the duties of the position with a minimum of direction and/or supervision and shall be a self-motivator.
2. Must be able to deal with City employees and officials, contractors, owners, utility company representatives, various ministry representatives, developers, consultants and the public in a polite and courteous manner, even under adverse conditions.
3. Must be capable of assessing and documenting the performance of personnel under their supervision.
4. Must be able to communicate effectively and efficiently in both verbal and written form, in English, with the variety of internal and external contacts (see listing in 2 above) involved in the duties of the position.
5. Must be able to supervise and direct personnel under their control.
6. Must be capable of using good judgment in decision making within the scope of responsibility.
7. Must be willing to upgrade engineering skills as required in the performance of job duties and technological change.

WAGES:

Pay Grade 12 of Schedule "B" of the Collective Agreement.

HOURS OF WORK:

As per Collective Agreement.

Approved by:



CUPE, Local 2087 representative



City of Trail representative

Date Nov 17/2025

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