



## **TOWN OF REDCLIFF** **POSITION DESCRIPTION**

Date: October 1, 2017

**Job Title: Municipal Engineering Drafting / Design Technologist**

Permanent / Full Time

Wage Classification: Project Manager/Engineering Tech

### **Work Environment**

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1. Most work will be done during normal Town business hours.
2. Work environment will include office and outdoor.
3. May occasionally be required to work non-traditional hours (weekends and some holidays) as projects may require.

### **Core Function:**

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This is a non-union position working with the team in the Planning & Engineering Department. The position is responsible for:

1. The preparation of drawings for preliminary and detailed designs of various capital and maintenance projects.
2. Preparation of graphics to support department projects.
3. Assists other staff with the creation of drawings and graphics.
4. Maintenance of as -built information and updates to municipal infrastructure.
5. Project management of construction and engineering projects.
6. Oversees the operations of the department in the absence of the Director of Planning and Engineering.
7. Preparation of mapping to support department and Town wide projects.
8. Performing other related duties as required.

### **Organizational Relationships:**

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1. Reports directly to and works under the direction of the Director of Planning & Engineering.
2. Maintains a close liaison with the Planning & Engineering Department co-workers, as well as with Town staff in other departments.
3. Develops and maintains external contacts with:
  - a. appropriate agencies, boards,
  - b. various governmental departments,
  - c. utility companies,
  - d. developers, consultants, builders, contractors, and
  - e. the general public.



## **Qualifications:**

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1. Must have at least 5 years of municipal engineering drafting experience with Micro Station or AutoCAD including experience with Micro Station OpenRoads or AutoCAD Civil 3d,
2. Must demonstrate the ability to deal with public verbally and through written communication.
3. At a minimum must registered or be able to be registered with ASSET as a C.E.T. or APEGA as EIT.
4. Must be able to read and interpret engineering and legal survey maps, plans, drawings.
5. Must be proficient in MS Office (Outlook, Word, Excel, Power Point).
6. Must have and maintain a valid Class 5 Operators License.
7. Must have and maintain no criminal record as a condition of employment.
8. Must have knowledge and implement construction safety procedures and aware of Occupational Health and Safety (OH&S) legislation.
9. Must be able to meet the physical demands related to the work. (PDS)

## **KNOWLEDGE, ABILITIES, AND SKILLS**

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1. Experience with the following software would be an asset:
  - a. graphics software such as Sketchup,
  - b. Indesign,
  - c. GIS software such a Qgis and ArcGIS,
  - d. SWWM, Syncro, EMME, WaterCAD and other municipal engineering models
2. Experience and a working knowledge of the following is desirable:
  - a. subdivision design, site planning and environmental planning.
  - b. storm water, water and sanitary network analysis.
  - c. standards and recent trends and developments in the design of water, storm, roadways and wastewater systems.
  - d. Provincial and Municipal policies, legislation, processes, procedures.
  - e. materials, equipment, and methods used in the construction and maintenance of water, wastewater, storm sewer, sidewalk, and roadway systems.
  - f. overseeing construction and engineering projects.
  - g. civil engineering and surveying theories, principles, practices, and terminology as it applies to water, wastewater, solid waste, and road systems.
  - h. Familiarity with survey and survey equipment.
  - i. Familiarity with the Builders Lien Act.
3. Previous related experience particularly in a public sector environment is preferred.

## **Standard of Performance:**

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1. Demonstrates an ongoing willingness to learn, adapt and grow.
2. Is able to work independently and as part of a team.
3. Is able to take initiative to identify and resolve problems.
4. Demonstrates attention to detail and accuracy in the work performed.
5. Has demonstrated pride in the work they do by producing quality reports, comments, drawings, figures and maps.



6. Is able to work collaboratively with and communicate effectively and positively with other team members, departments, and external municipal and provincial government personnel.
7. Consistently demonstrates the ability to interpret and apply relevant Municipal/Provincial policies.
8. Has demonstrated professionalism by following proper: code of ethics, work habits, dress standards, language usage, office policies, protocol, and be courteous to all.
9. Shows flexibility to alternate between different types of work and responsibilities.
10. Is able to manage time effectively, to juggle multiple deadlines and tasks, and to work within tight time frames.
11. Has demonstrated the ability to deal with public verbally and through written communication.
12. Has shown good verbal and written communication skills.
13. Has worked independently and unsupervised, shows self-motivation and to demonstrate sound judgment and decision making abilities. Is able to make sound decisions by using rational and logical judgment that reflects an understanding of the consequences of decisions.
14. Has demonstrated skill in the use of PC based business software including Microsoft Outlook, Word, Power Point and Excel.
15. Must have taken the initiative in pursuing education relative to the changing needs of the position.

Resumes should be clearly marked "**Project Manager/Engineering Technician**" and forwarded to:

Town of Redcliff  
At: Clara Rideout, Payroll / Human Resources Clerk  
Box 40  
Redcliff, Alberta  
T0J 2P0  
Email: [clarar@redcliff.ca](mailto:clarar@redcliff.ca)  
Fax: 403-548-6623

Hand delivered applications will also be accepted at Town Hall located at #1-3 Street NE, Redcliff, AB.

Deadline for receiving applications is **October 14, 2017** at 4:30pm. We sincerely thank all candidates for their interest. Only those selected for an interview will be contacted.