



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

<u>JOB TITLE:</u>	DEVELOPMENT SERVICES ENGINEERING TECHNOLOGIST - PROGRESSION	<u>SCHEDULE:</u>	B
<u>DIVISION:</u>	DEVELOPMENT SERVICES	<u>PAYGRADE:</u>	13-19
<u>DEPARTMENT:</u>	PLANNING & DEVELOPMENT	(UNDER REVIEW)	

JOB SUMMARY:

The Development Services Engineering Technologist is responsible for coordinating and assisting developers through the process of property subdivision, ensuring all documentation is complete and in compliance with regulatory requirements, City standards, and established safety and engineering standards.

The incumbent is responsible for coordinating and assisting applicants with civil engineering components of building permits, ensuring all documentation is complete and in compliance with regulatory requirements and City standards, and engineering standards. The incumbent is responsible for field inspections during the construction of new utilities, roads and subdivisions, making quality checks, communicating with developer's representatives on-site regarding deficiencies, and preparing written reports.

The incumbent is responsible for investigating and advising on private access applications on public roads and for processing applications; preparing connection fee estimates and counter duties associated with access and connection fee inquiries; and for the administration of the soil removal/deposit permit process. Performs related duties as required.

The work is similar at both levels but as incumbents transition to the higher classification, the work becomes increasingly complex and there is a heightened expectation in regards to working independently, communication skills, prioritizing workload, independent judgement, taking on additional responsibilities, and increased quality of work.

MAJOR RESPONSIBILITIES:

Under the general direction of the Supervisor or Manager:

Ensures client needs are met by:

- reviewing applications for subdivision, development and soil removal for completeness, and communicating with the applicant about the processes involved;
- receiving and reviewing completed subdivision, development servicing and soil removal applications to ensure all applicable and pertinent information is included;
- contacting developers to clarify or request required information to complete application;
- referring subdivision and development servicing application information to applicable Divisions and agencies;

- reviewing design drawings, servicing studies and geotechnical reports submitted by consulting engineers;
- approving design drawings or requesting additional information from consulting engineers to ensure plans meet regulatory requirements and standards;
- reviewing and approving as-built drawings, project records, and testing results for completeness and ensuring conformance to City requirements;
- reviewing and processing of street occupancy, highway right-of-way and utility permits;
- liaising with applicants, engineering, internal customers and external agencies;
- preparing connection fee estimates in accordance with City Bylaws;
- examining engineering design drawings for completeness, conformance to the City standards and good engineering practices;
- referring drawings to other City departments, compiling and returning comments to the originator for correction;
- preparing lot grading agreements, conducting field inspections of all construction and earthworks being carried out pursuant to applications approved by the Development Services Division;
- identifying apparent deficiencies in the field, preparing daily reports for the project files and advising senior staff of problems that need more attention;
- entering documentation and records in the City's file maintenance system;
- preparing reports, memos and correspondence with regard to assigned work;
- assisting customers at front counter as required; and performing related duties.
- reviewing street access permit applications for private property development and visiting each proposed location, noting potential traffic hazards, drainage concerns and interferences with utilities; and
- reporting to other agencies as necessary and making recommendations.

Act as a resource to developers and monitor the subdivision and development servicing process by:

- reviewing and approving cost estimates for maintenance purposes and outstanding or incomplete work;
- performing field inspections to ensure compliance by developers to the subdivision and development servicing bylaw;
- reviewing and approving final subdivision plans;
- reviewing and assessing drainage complaints received from the public; and
- preparing development servicing right-of-way agreements, latecomer and other agreements, as required.

Provide administrative and regulatory services by:

- administering the soil removal, water, sanitary sewer, storm sewer and development cost charge bylaws, as required;
- reviewing and processing soil removal applications and permits;
- reviewing and processing strata applications under the Strata Property Act;
- providing customer service by answering in person, telephone or written enquiries or complaints regarding subdivisions, stratas, and soil removal; and
- responding to development and other referrals from City departments and regulatory agencies.

LEVEL 1 (Paygrade B 13 UNDER REVIEW)

At this level, the incumbent is responsible for field inspections during the construction of new utilities, roads and subdivisions, making quality checks, communicating with developer's representatives on-site regarding deficiencies, and preparing written reports. The incumbent is responsible for investigating and advising on private access applications on public roads and for processing applications; preparing connection fee estimates and counter duties associated with access and connection fee inquiries; and for the administration of the soil removal/deposit permit process. Under general supervision, independence of action is required. Unusual problems are referred to and discussed with senior staff before acting. Performs related duties.

LEVEL 2 (Paygrade B 19 UNDER REVIEW)

At this level, the incumbent provides excellent customer service and outstanding leadership to customers and developers, assisting them through the entire process of property subdivision, ensuring all documentation is complete and in compliance with regulatory requirements, City standards, and established safety and engineering standards. The incumbent works more independently, acts as a resource, including to staff at a junior level and resolves more complex problems as there are few internal staff to refer to. Performs related duties.

QUALIFICATIONS:

Development Services Engineering Technologist 1

Education: Grade 12. Completion of two-year post-secondary Diploma of Technology or two-year Technician Certificate from a nationally accredited program as outlined by the Applied Science Technologist & Technicians of British Columbia.

Experience: Two years' experience in Civil Engineering technology, preferably as a field inspector in the municipal or municipal consulting field. Eligible for certification in British Columbia as an Applied Science Technologist (AScT).

Development Services Engineering Technologist 2

Education: Grade 12. Completion of a two-year post-secondary Diploma of Technology or two-year Technician Certificate from a nationally accredited program as outlined by the Applied Science Technologist & Technicians of British Columbia.

Experience: Five years' previous experience in a civil engineering environment. Designation as an AScT is required.

Knowledge & Skills: Ability to interpret and correct engineering plans and specifications for municipal utilities and roads. Alertness to variations from good construction techniques and motivation to take corrective action before problems develop. Good knowledge of and ability to interpret Geometric Design Standards for Canadian roads and streets, subdivision bylaws, soil removal bylaw, City standards and policy, Local Government Act, Land Title Act and Strata Property Act. Ability to read and understand servicing studies, geo-technical reports, contracts and specifications. Excellent interpersonal skills, excellent verbal and written communication skills and customer service skills in responding to and soliciting information from the public, developers, government agencies, regulatory agencies, various City departments and Council. Ability to prepare complex mathematical calculations to prepare

Development Services Engineering Technologist Progression

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engineering designs and studies. Ability to use skills in organization, prioritization, and time management to effectively handle multiple tasks and meet deadlines under a demanding workload. Ability to work effectively on a self-directed basis in a changing environment, and make timely and technically-sound decisions under pressure. Ability to maintain an effective and positive working relationship with others to help create a proactive and motivated team environment. Knowledge of and demonstrated ability to apply relevant computer programs to perform the work. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license: Yes. BC Driver's License, full privilege Class 5.

Vehicle Usage: Yes. City owned vehicles.

Police Information Check: No.

Baseline Hearing Test: Yes.

Prepared by: N Payne, D Wasnik, S Young

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