

**CAPITAL PROJECTS TECHNICIAN**

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<b>EXEMPT:</b>	No	<b>DIVISION:</b>	Capital Projects Division
<b>SALARY LEVEL:</b>	Grid 1, Band 14 (under review)	<b>DEPARTMENT:</b>	Infrastructure Services
<b>LOCATION:</b>	Field Road and varied sites	<b>SUPERVISOR:</b>	Manager, Capital Projects
<b>APPROVED BY:</b>	GM, Infrastructure Services	<b>DATE:</b>	August 2021
<b>Replaces:</b>	<i>Capital Projects Technician</i>	<b>Date:</b>	<i>March 2021</i>

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**SUMMARY**

Under the general direction of the Manager, Capital Projects, the Capital Projects Technician performs a range of office and field tasks to support divisional activities, with duties that generally include, but are not limited to, project management, engineering design work and activities, and performing and overseeing the design, tender, and construction of capital projects, operational projects, and maintenance programs related to critical community infrastructure including water treatment and distribution, waste water collection and treatment, and marine docks.

**KEY RESPONSIBILITIES** *include:*

1. Performs a range of project management work including design preparation and review, document preparation, specifications, contract administration and management, project closeouts, budgetary oversight, cost estimates, scheduling, project analysis, inspections, and associated reporting.
2. Ensures that effective and appropriate communication occurs with contracted service providers, including engineers and other professionals, to ensure that construction or maintenance inspections are being completed in accordance with Regional District Standards and Specifications.
3. Ensures inter-departmental contributions to projects and programs to support efficient and consistent planning, execution, monitoring and controlling of elements common to projects such as risk, schedules, resources, engagement, as well as community and First Nations consultation.
4. Maintains an up-to-date inventory of assets managed by the Department.
5. Complies with and promotes safe working practices and procedures in support of a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include:*

1. Assists the Manager, Capital Projects in assessing, evaluating, and incorporating technical requirements to make informed decisions regarding infrastructure construction, as well as preparing Requests for Proposals, Requests for Quotations, Tenders, reports for Board or senior staff, and producing other similar documents.
2. As assigned, administers projects, including but not limited to the design and preparation of contract documents, project management documents, and financial management documents, to ensure that work activities are completed within allocated budgets and timelines.
3. Uses sound judgment in ensuring effective solutions that satisfy divisional objectives and requirements are implemented, seeking direction regarding highly difficult, complex matters as required.

4. Provides technical work guidance/information sharing to other staff as to the design, tender, construction and monitoring of capital projects and maintenance programs related to critical community infrastructure including water treatment and distribution, waste water collection and treatment, and marine docks.
5. Ensures the SCR D standards, standard operating procedures, and policies are communicated to and upheld by providing direction and guidance in an effective and tactful manner to contractors, outside agencies, developers and others, deferring to the Coordinator or Manager as required.
6. Completes, or assists in the completion of, infrastructure inspections, daily inspection reports, or other construction documentation, and updates drawings, files and databases relating to District assets.
7. Performs other duties as assigned by the Manager, Capital Projects, including but not limited to providing engineering support to other divisional managers.

#### **EDUCATION AND EXPERIENCE**

- Grade 12 or equivalent.
- Completion of a Civil Engineering Technologist Diploma from a recognized institution, with preference given to a bachelor degree.
- Accredited, or eligible for certification, as an Applied Science Technologist in the field of Civil Engineering Technology or an engineer in training certification.
- Three (3) years' experience in civil contract administration, project management, and public works inspection, with preference given to experience in marine or water/wastewater supply and distribution infrastructure, ideally in a local government.
- Consideration may be given to an equivalent amount of education and experience.
- Valid Class 5 BC Driver's license.

#### **OTHER SKILLS/KNOWLEDGE**

- Basic Civil Engineering practices and principles.
- Advanced level of proficiency in the operation of Microsoft office software and graphics/mapping and modelling software, such as ESRI, GIS and AutoCAD.
- Ability to stay organized when addressing project components to meet multiple time-based deliverables requiring high levels of detail and accuracy.
- Effective interpersonal skills and ability to build and maintain effective, respectful and professional working relationships with internal and external contacts, permitting and/or other government agencies, and stakeholders, and to effectively interact with the public in a tactful manner.
- Effective analytical and research skills with the ability to use sound judgment to resolve unusual or problem situations.
- Ability to facilitate meetings, to interact and tactfully negotiate contract work change directives, and to interact effectively with contractors over matters such as scope of work changes that may arise.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, bylaws and policies.
- Knowledge of applicable environmental protection and water related acts, policies, guidelines and regulations
- Ability to work independently on a multitude of projects concurrently and the ability to prioritize assigned work.