

G.V.R.D.

TITLE: Capital Works and Construction Technologist II

POSITION DESCRIPTION

NO.: _____

DATE: October 29, 1999

PURPOSE OF POSITION

Assure projects undertaken by the Construction Division proceed according to specifications and drawings in a timely, cost effective and efficient manner. Arrange, administer and oversee quality control on all aspects of construction projects undertaken by the Construction Division. Provide technical assistance to the Construction Division. Work closely with supervisors, foremen, engineering and technical staff.

DUTIES: (The duties described hereunder are intended to be representative of the position and are not to be considered all inclusive.)

- Assures that all workmanship and material is in accordance with the drawings and specifications.
- Responsible for assisting in the planning, organizing, coordinating and scheduling of work for construction projects.
- Ensure projects meet all safety requirements.
- Arrange for, and administer, the acquisition of materials and equipment with support from the Purchasing Department.
- Coordinate inspection requirements with the Survey and Inspection Department as required.
- Develop and administer tender documents for construction materials, services and equipment.
- Assist in developing the "Engineers Estimate" for water and sewer projects as and when required.
- Prepare cost estimates for construction projects and monitor construction budgets.
- Prepare and submit "as constructed" drawings when required.
- Prepare and process various permit applications
- Coordinate the implementation and management of the proposed "GVRD Job Site Recycling Program" at Construction Division work sites.

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REQUIREMENTS: (Minimum to fill position)

- Graduation from an Institute of Technology Diploma program (2 year) in Construction or Engineering technology with a minimum six years related experience in municipal construction OR an equivalent combination of training and related work experience.
- Formal training in record keeping and computer software such as MS Project, MS Office and other related software supplemented with courses in surveying, construction technology, water and sewer works, drafting, welding, corrosion protection, report writing, supervisory skills, cost estimating, etc.
- Demonstrated ability to supervise, coordinate and maintain an effective working relationship with a variety of personnel within the E&C and O&M Departments, and external contacts.
- Strong interpersonal skills combined with the ability to communicate well, both orally and in writing.
- Sound knowledge of WCB Regulations.
- Excellent knowledge of GVRD corporate contracting, purchasing and safety policies.
- Sound knowledge and interpretation of contract law.
- Demonstrate a willingness and ability to undertake additional training relating to the duties of the position.
- Current B.C. Driver's License.
- Able to obtain a Permit for Watershed Entry.
- Membership or eligibility for membership as a Technologist or Technician with the Association of Applied Science Technologists and Technicians of B.C. is preferred.