

G.V.R.D.

TITLE: Capital Works and Construction Technologist

POSITION DESCRIPTION NO.: 424 DATE: October 30, 1995

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### PURPOSE OF POSITION

To participate in routine preliminary investigations, designs, materials take-offs and cost estimates for water and sewer system improvements. To design and oversee construction of water and sewer system facilities; prepare specifications, operating and maintenance manuals, update "as constructed drawings", and perform a variety of office duties. The work involves contact with a variety of internal and external contacts.

### DUTIES

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

Performs routine preliminary investigations, detailed designs, materials take-offs and cost estimates for water and sewer system improvements. Assembles and analyzes data on water and sewer design and construction costs.

Under the direction of a professional engineer, designs and oversees the construction of water and sewer system facilities such as pipelines, pumping stations, reservoirs, valve chambers, and related structural and piping arrangements; conducts field inspections of facilities and construction work. Assists in the preparation of progress estimates and change orders for construction work performed by outside contractors.

Prepares specifications, tender tabulations, recommendations, and requisitions for field welding, pipe jacking, dredging, materials and equipment; checks design drawings, shop drawings, equipment, materials and completed work for conformance to specifications and operation of the project.

Prepares operating and maintenance manuals, construction work orders, and various reports.

Updates "as constructed" drawings. Processes applications for water and sewer construction and connections to District facilities. Establishes and maintains contact with a variety of internal and external contacts; responds to a variety of inquiries on water and sewer construction matters.

Assists in the preparation of the "Engineer's Estimate" for water and sewer projects and coordinates and monitors materials procurement to ensure timely project completion as required.

Performs a variety of office duties such as filing and records management. Performs related work as required.

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**REQUIREMENTS:** (Minimum to fill position)

Graduation from an Institute of Technology Diploma program (2 year) in engineering technology; minimum of four (4) years related technologist experience OR an equivalent combination of training and related work experience.

Valid B.C. Driver's License.

Sound knowledge of municipal/regional sewerage and drainage and water systems including ability to read drawings, sketches, plans, and specifications.

Sound knowledge of and ability to utilize computer spreadsheets and database tools and familiarity with related software applications.

Sound knowledge of safety policies, procedures, and practices relating to municipal/regional sewerage and drainage and water work and thorough knowledge of applicable WCB regulations.