

Engineering Technologist I

DEFINITION

This is technical support work involving a variety of field and office engineering projects and programs of limited scope and size.

Work of this class involves the performance of diversified field and office technical assignments while assisting professional or technical engineering personnel in various public works and utility operations. Required is the application of knowledge of a limited area of engineering practices acquired through training and experience. Clerical components require a technical background to complete. Assignments usually related to construction, maintenance, engineering planning or installation of a standard service and typically include: drafting, field inspection or design of limited scope, minor maintenance, costing, basic scheduling and project monitoring. Often there is extensive use of computer software packages to prepare charts and graphs and to collect and manipulate data used to generate various reports.

Incumbents of this class may be required to supervise other employees on special assignments or to give guidance and direction to technical assistants, clerks and others. The work is performed under the supervision of a senior technician or other superior who issues assignments and instructions, provides guidance and assistance when required and checks work for technical accuracy, quality and quantity of production on an ongoing basis.

TYPICAL DUTIES*

Prepares detailed working drawings of a variety of maps, plans, charts, profiles, cross sections and other related material.

Assembles tender document material which consists of specifications, plans, drawings and associated legal documents.

Prepares estimates of material, labour and equipment costs, and quantities and issues work orders.

Conducts field survey and site inspections to locate structures and verify plan information.

Assists in preparing and updating construction schedules; sets up schedules using a computer software package, monitors progress reports submitted by field staff and updates schedules as required.

Responds to public inquiries regarding various aspects of construction, maintenance or other technical programs; processes applications for services to be constructed by the City; provides plans, profiles and locations of existing services.

Checks plans, permits and other documents to ensure conformance to various regulations and standards.

Sets up equipment, performs calibrations and collects and summarizes data for various research projects or monitoring programs.

Uses computer software packages to prepare charts and graphs and to collect and manipulate data for the purpose of generating various types of reports.

Operates equipment such as: computer terminals, transit, camera, blue-print machine, drafting machine and/or other equipment related to the work assigned

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the technical and engineering principles and practices related to the work assigned.
- Knowledge of engineering terminology and techniques related to the work assigned.
- Knowledge of the materials, equipment involves in the area of specialization.
- Ability to make arithmetical and field calculations as required.
- Ability to operate precision equipment and instruments and to adhere to approved practices related to work assignments.
- Ability to read and interpret plans, specifications, diagrams and charts.
- Ability to understand and execute oral and written instructions.
- Ability to meet and deal effectively with the public, contractors, engineers, technicians and others.
- Ability to work out of doors for extended periods and under unfavourable weather conditions as required by work assignments.
- Skill in performing exacting work and in the use and care of related equipment.
- Ability to apply knowledge of current computer software to produce reports, charts, graphs and schedules.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a two (2) year diploma in an appropriate Engineering Technologist program and a minimum of two years experience related to the work assigned. Applicant(s) must be eligible to be recognized as a Certified Engineering Technologist (C.E.T.) with ASET and must possess a valid Alberta Driver's License.

Opportunity Concept

Completion of a two (2) year diploma in an appropriate technological program. Applicant(s) must be eligible to be recognized as an Engineering Technologist in Training (E.T.T.) with ASET and must possess a valid Alberta Driver's License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0673		0678	
Development 1		0674		0676
Development 2		0675		0677
Last Updated:	1989-01			
Previous Updates:	1982-09, 1982-08, 1981-06, 1972-04			
Originated:	1966-06			