



JOB SUMMARY

Reporting to the Manager, Water Distribution, the Assistant Utilities Engineer will contribute to the efficient and effective delivery of all utilities managed by the Utilities Department, with the primary focus being Greater Vernon Water.

DUTIES / RESPONSIBILITIES

- Review and determine conditions associated with development and water service applications
- Review and approve engineering drawings, cost estimates and fees & charges related to development applications and capital works projects
- Coordinate servicing agreements, bonding, security deposits, deficiencies and warranty periods
- Provide technical support and project management of infrastructure projects, design studies, special projects and a variety of operational programs
- Respond to public enquiries and outside agency referrals related to Greater Vernon Water and other utilities
- Develop, review and recommend changes to bylaws, policies and procedures related to all utilities
- Research, review and recommend water system improvements
- Prepare, review and evaluate tender documents, requests for proposals, requests for qualifications and terms of reference for consulting services and capital works
- Conduct field surveys, inspections and data collection related to servicing requirements, development applications, capital works and other projects
- Respond to public complaints and resolve issues of non-compliance
- Write reports, letters, specifications and memorandums as required
- Assist with the development of the department's operating budget and capital plans
- Maintain harmonious working relationships with staff, elected officials, member municipalities, members of the business community and the general public
- Undertake emergency training and assist as directed in supporting the RDNO's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Perform other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	Manager, Water Distribution
Positions directly supervised:	
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ University degree in civil engineering or a related field
Experience:	<ul style="list-style-type: none"> • Minimum of two years of experience in local government or an engineering firm
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Registered as a Professional Engineer or Engineer-In-Training with EGBC ▪ British Columbia Class 5 Driver's License
Specific Skills:	<ul style="list-style-type: none"> ▪ Excellent project management and organizational skills ▪ Sound knowledge of water supply, distribution, operations, disinfection and treatment processes for water systems ▪ Superior skills in procurement and construction management ▪ Superior knowledge of development engineering standards ▪ Excellent interpersonal and communication skills, both verbal and written ▪ Excellent attention to detail and time management skills ▪ Sound knowledge of legislation related to water and sewer ▪ Sound knowledge of enforcement, cross connection, dam safety and other water system operational programs ▪ Proficient with MS Office suite, particularly Word and Excel, and the use of GIS ▪ Strong skills to interpret engineering, topographic and architectural plans
Special Requirements:	<ul style="list-style-type: none"> ▪ May be required to work outside the normal working hours from time to time

CLASSIFICATION

Wage Level 11

JOB DESCRIPTION

Effective date: November 27, 2018