

Engineering and GIS Technician

Permanent, Full-time – Reports to the Manager of Operations and Projects
Monday to Friday – 8:30 am to 4:30 pm (some evening work may be required)

Definition:

Reporting to the Manager of Operations and Projects, the Engineering and GIS Technician performs a variety of technical and administrative functions relating to the creation and maintenance of the Village's GIS and engineering data. This position reviews and inspects engineering works for new developments and capital projects, and acts as the point person for sourcing and providing utilities and mapping information for both Staff and external stakeholders.

General Duties:

- Maintain and update engineering drawings and related GIS for water, sanitary, and stormwater infrastructure
- Create, maintain and update cadaster base map and all related mapping and GIS data
- Review subdivision and development applications and perform inspections of related project construction
- Respond to BC One Call requests
- Assist in the development and maintenance of the Asset Management Plan
- Prepare designs, specifications, and cost estimates for Village infrastructure construction and reconstruction projects
- Aid in the preparation of tender and contract documents, and the administration of contract work
- Prepare reports on all aspects of Public Works' functions within the Village
- Maintain all files in accordance with the Village's Record Management system
- Provide GIS data and drawings, including presentation-ready graphic materials, to internal and external stakeholders
- Review applications for work on Village property and access permits
- Prepare preliminary project budgets and assist in preparation of grant applications and other reports
- Assist in preparation and implementation of work and equipment schedules
- Prepare and update drawings and maps for engineering and construction projects
- Present data and information at interdepartmental meetings as required
- Attend Council and/or other Committee meetings as required
- Other duties as assigned.

Knowledge, Skills and Abilities

- Ability to research, compile and analyze spatial data
- Ability to interpret and apply blueprints, drawings, specifications, standards and regulations
- Ability to maintain clear, complete, and organized field notes, inspection reports, "as-builts"
- Ability to work both independently and as a supportive member of the team
- Ability to cope under pressure and work to tight deadlines
- Strong written and verbal communication skills
- Strong organizational skills and a high attention to detail

- Available to work outside regular office hours for evening meetings, special events such as community events hosted by the Village, or in emergency situations on occasion.

Qualifications:

- Certificate/Diploma in CAD/GIS Technology
- Two-year technical school diploma in Civil Engineering Technology
- Minimum two years' related experience, preferably in a Local Government setting
- Proficiency in all Microsoft Office programs, GIS and AutoCAD
- Valid Class 5 B.C. Driver's License and satisfactory Driver's Abstract

Emergency Operations Responsibilities:

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services upon activation of our Emergency Action Centre. Duties assigned during an emergency may differ from regular duties.