

JOB DESCRIPTION

OPERATIONS TECHNICIAN



Position Title:	Operations Technician
Department:	Operational Services
Supervisor:	Director of Operational Services

POSITION FUNCTION

Provide support to the Operational Services Department through technical and administrative work related to the completion of a variety of engineering activities and projects, which requires a degree of independence and sound professional judgement. This position supports the Department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

KEY DUTIES

- Acts as one of the primary points of contact for initial front counter and phone enquiries and complaints from the public, contractors, consultants and other government agencies regarding the municipality's engineering regulations and processes, and development application requirements related to engineering. Aids in response to inquiries from the public, developers, contractors, consultants, or other agencies.
- Reviews/assists with permit applications.
- Prepares/assists with engineering drawings and calculations and contract documents to ensure compliance with established design standards and specifications.
- Completes/assists with construction and subdivision final inspections.
- Assists in developing, reviewing, maintaining, and updating various bylaws, policies, guidelines, and procedures.
- Assists in survey work and construction layout and obtains information for design and recommendations for municipal projects.
- Manages, reviews, and implements the Town of Osoyoos Cross Connection Control Program
- Manages, reviews, and implements the Town of Osoyoos Universal Water Metering Program.
- Carries out research, data collection, computer modeling and analysis as well as support for the Department's GIS system. Prepares draft reports for the Director of Operational Services.
- Provides technical support as well as sample collection for the Town of Osoyoos Water Quality Program for both the water and wastewater systems including a Groundwater Protection Plan and a Wastewater Source Control Program.
- May participate in Development Services meeting and other cross-departmental meetings.
- Performing related duties and assisting with special projects as required.

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INDEPENDENCE

High degree of independence with this position; incumbent will be working with various supervisors and other departments in their daily activities.

Independence of judgment and capability of working with minimal supervision.

WORKING CONDITIONS

Physical Effort:

- Normal

Work Environment:

- Office
- Outdoors as it relates to sampling (water and wastewater); surveying and capital/development inspections.

KEY SKILLS AND ABILITIES

- Demonstrable skills in engineering planning and design for roads, water mains, sanitary mains, and storm drains including storm water management calculations and be familiar with PRV's and pump stations.
- Demonstrable skills in cost estimating and budget tracking.
- Demonstrable skills in inspection of construction by either a contractor or municipal operation crews.
- Demonstrable ability to keep accurate records and notes and to prepare design and as-built (record) drawings, service cards, and other utility records using Microsoft Office, AutoCAD, and other programs.
- Demonstrable ability to prepare and understand grade sheets, progress certificates, technical reports, and inspection reports.
- Demonstrable ability to review and manage consultant-driven designs and construction.
- Demonstrable ability to understand and prepare contract documents.
- Good organizational and interpersonal communications skills and be able to work in a team environment.
- Understanding of the Local Government Act, Land Title Act, and Strata Property Act.
- Excellent verbal and written communication skills and the ability to use persuasive diplomacy when recommending, clarifying, or negotiating issues.
- Excellent organizational skills and the ability to self-organise work and priorities and to work independently with only general supervision.
- Ability to interact effectively with people in a team environment, seek input from other staff on designs and clarify such comments, and respond to input from other staff objectively.

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QUALIFICATIONS

Formal Education, Training and Occupational Certification:

- Completion of Grade 12 and a certificate of technology from a recognized Technical Institute in Civil Engineering, related to civil engineering design, survey and drafting, plus additional specialized courses in the municipal infrastructure field or an equivalent combination of training and experience.
- Eligibility for registration with the ASTTBC.
- A minimum of five (5) years of related experience in local government engineering and/or development control.
- Possession of a valid B.C. Driver's License (Class 5).

OTHER

- May be requested to substitute in a more senior position.
- May be requested to obtain additional certification and/or training related to current job classification.