



Lac La Biche County
welcoming by nature.

SUMMER EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Civil Engineering Technologist

Full Time Summer Position, based on a 35 hour work week

Under the direction of the Manager Engineering Services– Public Works, the seasonal Civil Engineering Technologist is responsible for providing technical and administrative functions related to Capital projects and other engineering activities within Lac La Biche County. The incumbent is to ensure conformance to GMSS standards and other applicable County bylaws and policies. This position is also responsible for the engineering support of construction projects, Survey work and any other assigned responsibility by the Manager Engineering.

Responsibilities:

- Distribute construction notifications to all necessary agencies including Residents, Police and Fire including Health, Safety, and other regulatory authorities wherever required.
- Review engineering drawings for construction to ensure that the work is executed as per County Standards. Provide advice to Manager and other team members as required. Review engineering compliance and recommend stop work orders for applicable permits or for any construction project
- Supervise Construction projects and update daily report of work performance
- Prepare and review cost estimates of construction projects from Consultants or in house. Respecting engineering codes, plans and specifications. Provide advice and support to other business units relating to new infrastructure. Provide advice to Manager and Planners with respect to the interpretation of practices, policies, and procedures under the terms of Development Agreements and Servicing Agreements.
- Provide engineering support for Public Works infrastructure projects including prepare RFP's, RFQ.s, supervise and coordinate with consultants and contractors, construction supervision, quantity surveys and tender review.
- Review Permits and provide recommendations.
- Assist technical documents such as caveats, development agreements, crossing agreements, and access agreements.
- Assist on the County RTK system including system setup and maintenance
- Perform civil engineering calculations / quantities as per County standards.
- Propose and negotiate plan changes with developers relating to access, street systems, storm water management and other similar issues, as per County standards and policies.
- Respond to public inquiries and maintain good public relations.
- Participate in the planning and review of long term capital plans, area structure plans, the municipal development plan and land use bylaws,
- Assist in the management of County owned lands.
- Perform other duties as assigned by the Manager of Engineering

Qualifications:

- Diploma or degree in Civil Engineering or related field, or currently enrolled in a Civil Engineering degree or diploma program.
- Combination of education or experience may be considered.
- Understanding of the municipal design & construction codes, as well as standards, policies, and procedures, which relate to municipal service systems, and their application to new development.
- Knowledge of the principles and practices in engineering technology, municipal engineering, and construction methods.
- Knowledge of associated Construction Approval Departments and agencies as well as their related procedures and regulations.
- Knowledge and proficiency in basic computer operating systems, MSWord, Excel, Access, and PowerPoint. Basic understanding of GIS and AutoCAD.
- 1 year experience in municipal engineering- preferred.
- Knowledge and proficiency in basic computer operating systems, MSWord, Excel, Access, and PowerPoint.
- Successful candidates will be required to provide a criminal records check and a driver's abstract.

Tentative employment for this position will be from May until completion of season.

Salary Under Review

- Competition number: SS11-CET-18
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention Human Resources

Lac La Biche County

Box 1679, Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533 Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.