



Rural Municipality of Lac du Bonnet

Job Title:	Civil Engineering Technologist	Job Category:	Trades
Department/Group:	Public Works Department	Date of last revision:	June 17, 2022
Location:	RM of Lac du Bonnet	Travel Required:	
Level/Salary Range:	As per the Collective Agreement	Position Type:	Permanent
Reports To:	Project Manager	Date posted:	Not applicable
Will Train Applicant(s):	External/Internal Resources	Posting Expires:	Not applicable
External posting URL:	N/A		
Internal posting URL:	N/A		
Applications Accepted By: N/A			
FAX OR E-MAIL: Subject Line: Attention:		MAIL:	
Job Description			
<p><u>JOB SUMMARY</u></p> <p>REPORTING TO THE PROJECT MANAGER, THE CET IS RESPONSIBLE FOR SURVEYING AND DATA COLLECTION FOR THE ASSET MANAGEMENT PROGRAM. THE CET WILL PROVIDE TECHNICAL SUPPORT FOR THE MUNICIPALITY ON ALL PROJECT PLANNING, CONSTRUCTION AND QUALITY CONTROL. THE CET WILL COMPLETE TASKS AS DIRECTED, PROVIDE REQUESTED WRITTEN, VERBAL AND/OR DIGITAL DOCUMENTATION WHILE FOLLOWING ALL WORKPLACE HEALTH AND SAFETY POLICIES AND PROCEDURES.</p> <p><u>JOB RESPONSIBILITIES</u></p> <p>Essential Duties and Responsibilities</p> <ul style="list-style-type: none"> • Surveying, data collection and layout of drainage and road works • Design and construction of civil works and municipal infrastructure • Provide technical information to assist in project planning and budgeting • Assist in collecting, assessing and inputting of Asset Management information • Participate in meetings with the project team • Maintain project awareness in order to keep Project Manager informed about the status and potential project issues • Inspecting and testing of aggregates • Computer assisted design and drafting • Water distribution duties including but not limited to Water Meter Readings 			



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Documentation

- Accurately complete daily time cards
- Report all incidents according to RM policies
- Complete pre-trip logs and maintain surveying equipment
- Prepare reports as required

SKILLS, JOB KNOWLEDGE AND QUALIFICATIONS

JOB KNOWLEDGE

- Possess and maintain a Class 5 Driver's License
- Diploma in Civil Engineering or Civil Technology Program with preference given to Municipal Engineering Technology disciplines. CTTAM, CCTT accreditation not required but is considered an asset
- Work effectively in a team environment
- Compliance and understanding of Municipal Standards and Planning Districts an asset
- Ability to read and interpret contract specifications, drawings and other construction documents
- Demonstrated ability to work with up-to-date survey and data collection equipment
- Excellent computer skills and experience with Microsoft Software, Autocad and other applicable software
- Understanding or experience of an Asset Management Program
- Possess or ability to attain a Wastewater and/or Water Distribution Level 1 Certifications
- Ability to establish effective relationships and excellent communication skills
- Strong organizational and time management skills
- Self-motivated and willingness to learn and be challenged
- Willingness to work shift work, overtime and all-weather conditions
- Applied knowledge of Workplace Health and Safety Procedures
- Must be physically capable of performing the duties of the position including but not limited to climbing, kneeling, bending, twisting, standing for extended periods, lifting and carrying

Reviewed By:	Chief Administrative Officer	Date:	June 17, 2022
Approved By:	Chief Administrative Officer	Date:	Click here to enter a date.
Last Updated By:	Public Works Manager	Date/Time:	



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