



Provincial Job Description

TITLE:
(111) Engineering Technologist

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs construction-related designs and assists with the coordination of the tendering and construction phases of a project.

QUALIFICATIONS:

- ◆ **Architectural Technologies diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced computer skills**
- ◆ **Project management skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience including the formal work terms prior to graduation.**

KEY ACTIVITIES:

A. Project Design

- ◆ **Determines user/stakeholder requirements.**
- ◆ **Plans layouts to meet user/stakeholder needs.**
- ◆ **Produces Computer Assisted Drafting (CAD) drawings (e.g., mechanical, electrical, architectural) for review with users / stakeholders.**
- ◆ **Coordinates and reviews design work with other staff, architects and engineers.**
- ◆ **Finalizes the CAD design drawings and specification.**
- ◆ **Prepares project cost estimates and construction schedules.**
- ◆ **Adds projects to database and filing system.**
- ◆ **Issues final drawings to user/stakeholder for approval and sign-off.**
- ◆ **Determines space program requirements and standards.**

B. Project Tendering

- ◆ **Prepares/issues invitations to contractors to bid on projects.**
- ◆ **Coordinates site tours with contractors, consultants and user/stakeholder.**
- ◆ **Collects and reviews tenders.**
- ◆ **Issues instructions to contractors that affect their bids or scope of work.**
- ◆ **Reports tender results.**
- ◆ **Issues purchase orders to successful bidders.**
- ◆ **Issues letters to contractors.**

C. Project Supervision

- ◆ **Initiates the construction process involving contractors, user/stakeholder and other staff.**
- ◆ **Coordinates internal staff and sub-trades.**
- ◆ **Issues change orders and instructions to contractors.**
- ◆ **Maintains project schedules and costs.**
- ◆ **Performs/assists in on-site inspections.**
- ◆ **Coordinates department/user group moves.**
- ◆ **Coordinates work orders for information systems, telecommunications and environmental services.**
- ◆ **Coordinates and/or updates project plan.**

D. Related Key Work Activities

- ◆ Maintains “as built” drawings and records.
- ◆ Maintains CAD file records and drawings.
- ◆ Maintains space allocation database.
- ◆ Maintains/revises project database.
- ◆ Maintains/updates filing system.
- ◆ Maintains product library.
- ◆ Orders office supplies.
- ◆ Provides occasional guidance to the primary function of others including training.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 13, 2019