

**TOWN OF OLDS JOB DESCRIPTION**

<b>Job Title: Civil Engineering Technologist (C.E.T.)</b>	
<b>Division: Infrastructure Services</b>	<b>Job Reports to: Director of Infrastructure</b>
<b>Directly Reporting to this Job are:</b> Seasonal Engineering Student	<b>Wage Grid: Technical 3</b>
<b>NOC Code 2021: 22300</b>	<b>OaSIS 2025: 22300.01</b>
<b>Function/Purpose:</b> Perform technical, GIS/asset data, and project-delivery work for the planning, design, construction, and lifecycle management of Town infrastructure. Maintain authoritative infrastructure records and deliver analysis that supports safe, compliant, and cost-effective decisions.	
<b>Key Responsibilities</b>	
<b>1.</b>	<p><b>Technical Delivery, GIS &amp; Asset Data Stewardship (40%)</b></p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Draft and revise engineering drawings (AutoCAD Civil 3D).</li> <li>• Update and administer GIS layers, asset inventories, and spatial infrastructure records.</li> <li>• Administer Citywide (work orders/service requests, asset records, closeout documents).</li> <li>• Maintain data quality and produce routine status and exception reporting.</li> <li>• Record and validate as-builts, metadata, and asset attributes in GIS/asset systems.</li> <li>• Collect, update, and report asset data (condition, lifecycle inputs, hierarchy/attributes).</li> <li>• Produce maps, exhibits, and technical summaries for internal and Council materials.</li> <li>• Perform design calculations and prepare technical designs for municipal infrastructure work.</li> <li>• Write and edit specifications and technical documentation to Town standards.</li> <li>• Complete quantity take-offs and build cost/material estimates for assigned work.</li> <li>• Conduct and document field investigations (survey/layout checks; soils/drainage/existing services verification).</li> <li>• Review shallow utility permits for technical compliance with Town standards and existing infrastructure.</li> </ul> <p>Authority</p> <ul style="list-style-type: none"> <li>• Approve minor technical/design changes that do not alter approved scope, budget, or standards.</li> <li>• Accept as-built submissions for record or return them for revision based on completeness and accuracy.</li> <li>• Apply technical conditions to shallow utility permits within Town standards and escalate requests that require exceptions to standards.</li> <li>• Maintain authoritative GIS/asset records; elevate deviations, conflicts, and impacts to the Director.</li> </ul>
<b>2.</b>	<p><b>Project Delivery &amp; Field Oversight (25%)</b></p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Coordinate assigned project tasks (field, contractor interface, documentation, closeout).</li> <li>• Monitor schedules, budgets, deliverables, and risks; flag variances and recommend corrective actions.</li> <li>• Inspect construction work and document conformance to contracts, standards, and specifications.</li> <li>• Administer contract records (field changes, quantities, site documentation, closeout requirements).</li> <li>• Complete deficiency lists and track closeout, commissioning, and warranty actions.</li> <li>• Verify contractor compliance with safety, quality, and specification requirements.</li> <li>• Coordinate materials sampling/testing and interpret results against specifications and standards.</li> <li>• Update Citywide work order/project status, notes, and closeout documentation for assigned projects.</li> </ul> <p>Authority</p> <ul style="list-style-type: none"> <li>• Recommend immediate work stoppage when safety, quality, or compliance concerns arise and notify the Director or designate.</li> <li>• Recommend acceptance, deficiency resolution actions, and holdback release based on documented findings.</li> <li>• Recommend responses to change events; elevate scope/schedule/budget/standard impacts to the Director.</li> </ul>

<b>3.</b>	<p><b>Development Engineering Review &amp; Servicing Coordination (20%)</b></p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>Review development-related engineering submissions for infrastructure capacity, servicing, and standards compliance.</li> <li>Assess servicing concepts and subdivision/development designs; document required revisions.</li> <li>Draft technical input for development agreements and infrastructure-related conditions.</li> <li>Prepare engineering comments for Area Structure Plans and related planning documents.</li> <li>Identify constraints, conflicts, and mitigation requirements; communicate technical direction to stakeholders.</li> <li>Resolve servicing requirements with Planning, developers, consultants, utilities, and agencies.</li> <li>Prepare written engineering review comments/conditions for Planning files and communicate required revisions to applicants/consultants.</li> </ul> <p>Authority</p> <ul style="list-style-type: none"> <li>Require revisions to submissions that do not meet Town standards or servicing expectations.</li> <li>Recommend servicing conditions and mitigation requirements for development approvals.</li> <li>Elevate positions with cost, risk, or policy implications to the Director.</li> </ul>
<b>4.</b>	<p><b>Budget, Procurement &amp; Capital Planning (15%)</b></p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>Build lifecycle inputs and forecasting to inform capital and operating budgets.</li> <li>Maintain data inputs that support long-range capital planning (condition, risk, level of service).</li> <li>Track expenditures and variances for assigned work and document impacts.</li> <li>Prepare and update procurement documentation (RFP/tenders, addenda support, evaluation scoring sheets/summaries and recommendation documents).</li> <li>Identify delivery risks and define mitigation actions for cost, schedule, and implementation</li> <li>Update Citywide with procurement/contract milestones, project status, cost notes and closeout documentation for assigned work.</li> </ul> <p>Authority</p> <ul style="list-style-type: none"> <li>Recommend budget timing/allocations and risk mitigations supported by documented analysis.</li> <li>Recommend procurement evaluation outcomes based on stated criteria and recorded review.</li> <li>Elevate funding changes, procurement risks, and capital plan impacts to the Director.</li> </ul>
<b>5.</b>	<p><b>Health &amp; Safety (Applies to all duties)</b></p> <p>It is the responsibility of Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations, and safe work procedures, and to report any unsafe or substandard condition or act as soon as possible to the employer.</p>

**Qualifications**

**Education & Certification**

- Diploma in Civil, Construction, or Engineering Technology (or equivalent combination of education and experience).
- C.E.T. in good standing with ASET (Or must obtain and maintain within 6 months of hire).

**Experience**

- 4 years in municipal engineering, infrastructure design, construction, or contract administration.
- GIS experience (ArcGIS/QGIS): data maintenance, mapping, and spatial analysis.
- AutoCAD Civil 3D and Microsoft Office proficiency.
- Experience managing infrastructure records (as-builts, metadata, asset inventories) in GIS/asset systems.
- Experience collecting and reporting asset management data (condition, lifecycle, hierarchy/attributes).
- Experience producing procurement support documents and/or evaluation records.
- Field experience completing layout verification and infrastructure data collection.
- Experience coordinating/reviewing materials testing results and compliance documentation.
- Experience with Citywide (municipal work management/asset software).

**Competencies**

- Applies math to calculations, quantity take-offs, and cost/material estimates.
- Uses CAD/GIS/data systems with disciplined document control and accuracy.
- Interprets drawings, specifications, test results, and compliance records to confirm requirements.
- Applies quality control practices and understands materials testing methods and reporting.
- Plans and sequences work across competing priorities and deadlines.
- Diagnoses issues using analytical thinking and attention to detail.
- Writes and speaks clearly; explains technical content for non-technical audiences.
- Maintains professional working relationships and resolves issues constructively.
- Uses judgement within delegated authority; elevates impacts, deviations, and risk.
- Maintains field awareness and identifies safety/quality/compliance concerns.
- Works independently with accountability for accuracy, timeliness, and follow-through.
- Maintains a valid Class 5 Alberta Driver’s License.
- Maintains a valid Intermediate First Aid & CPR/AED Level C (BL) certificate.

**Core Knowledge Areas**

- Municipal infrastructure design/drafting concepts and Town standards.
- Construction methods, materials, inspection practices, and contract conformance.
- Applied math and technical analysis for engineering technology work.
- Field safety, hazard awareness, and regulatory compliance requirements.
- Municipal servicing concepts (water, wastewater, stormwater, roads) as applicable to Town assets.

**Working Conditions**

- Office-based with frequent site visits and field work in varying weather.
- Workload peaks during tendering, construction, and project deadlines.
- Extended computer-based work (CAD, GIS, analysis, reporting).
- Regular interaction with the public and external stakeholders, including responding to concerns and resolving issues.

Job hazards are documented on the Formal Hazard Identification and Assessment Worksheet (COR documentation).

**Incumbent Signature:**

**Supervisor Signature:**

**Date:**

**Date:**