

# DESIGN & DEVELOPMENT TECHNICIAN

The City of Moose Jaw is seeking to fill our Design and Development Technician position. Under the direction of the Operations Manager, the Design & Development Technician is responsible for project management and supervision for the Parks & Recreation Department's parks and facilities annual capital projects.

This Position will perform the following duties:

- Co-ordinate the delivery of and provide technical and administrative support for capital projects;
- Construction and project supervision;
- Collect and compile technical data;
- Review tender documents, including drawings and written specifications prepared by consultants, to ensure they meet general project requirements;
- Monitor and document capital project budgets to ensure projects are delivered within the approved budget;
- Act as a resource to managers in the Parks & Recreation Department in determining solutions for repair and maintenance issues;
- Provide advice and support on capital projects;
- Attend employer mandated training and remain current in areas of project management.

Qualified Applicants will possess:

- University degree in engineering, or a related field, eligible for registration with a Provincial organization (APEGS – P.Eng, EIT ) and 1 year related experience in project design and development, construction project management and supervision **OR**
- A post-secondary Diploma in Engineering Technologies, and 3 years related experience in project design and development, construction project management and supervision **OR**
- An Engineering Technician Certificate and 5 years related experience in project design and development, construction project management and supervision
- Experience in project design and development, construction project management and supervision
- Design and field experience in construction
- Ability to read and interpret engineered drawing and specifications for large and small construction projects
- Basic understanding of all building trades such as electrical, mechanical, refrigeration and heating
- Valid Class 5 driver's license, Drivers Abstract and reliable personal vehicle for work use
- Efficient interpersonal, verbal and written communication skills
- Experience with Windows based systems and various Microsoft Office Programs including Outlook, Word, Excel and PowerPoint
- Ability to work with contractors and the public in a tactful and courteous manner

Please submit a resume prior to 5:00 p.m. July 29, 2021, with names of references and clearly indicating Competition #21-30 to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517 or

E-mail: [postings@moosejaw.ca](mailto:postings@moosejaw.ca)

*We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.*