

TECHNICIAN II

(Civil Engineering)

The City of Moose Jaw is seeking to fill our full-time Technician II position. Under the direction of the Director of Engineering Services, the Technician II is responsible for the performance of technical duties related to design, record keeping, field supervision, scheduling and quality control on municipal projects and assets.

This position will perform the following duties:

- Assist in the administration of contracts and projects by:
 - Preparing estimates, contracts and proposals for tender and management of contracts
 - Preparing progress statements and payments
 - Directing the work of consultants
 - Preparing various reports for Administration and City Council
 - Conducting inspections of contracted construction projects and enforcement specifications and quality control
 - Responding to inquiries related to contracts and projects

- Assist in the delivery of the Capital and Land Development Construction Programs by:
 - Developing a working schedule by coordinating with staff and contractors to ensure that the Capital Program and Land development are completed in a timely fashion
 - Providing technical advice to City crews
 - Collecting construction data for payment and asset management
 - Operating GPS survey instrument and conducting preliminary surveys of municipal works

Qualified applicants will possess:

- Completion of a post-secondary diploma in Civil Engineering Technology
- A valid Class 5 driver's license
- Ability to lead, organize and direct the activities employees
- Effective interpersonal, verbal and written communication skills
- Ability to use standard office computer software including Auto CAD
- Demonstrated skills/experience in project management, cost control, problem solving, decision making, supervision of staff, organization and initiative

Salary: \$60,276 to \$69,936 annually

Please submit a resume prior to 5:00 p.m. August 14, 2022, with names of references and clearly indicating Competition #22-49 to:



City of Moose Jaw, Human Resource Services
Fax: (306) 694-4517 or
E-mail: postings@moosejaw.ca