

# TECHNICIAN I

The City of Moose Jaw is seeking to fill our full-time Technician I position. Under the direction of the Project/Design Engineer, the Technician I is responsible for the performance of duties related to the capital projects on the City's infrastructure.

This position will perform the following duties:

- Assist in the administration of contracts and projects by:
  - Preparing budget updates and costs when required
  - Preparing and compiling operating budgets
  - Conducting analysis of budgets when required
  - Preparing progress statements and payments for contracts, as required
  - Record keeping of surveys and construction projects
  
- Assist in the delivery of the Capital Programs by:
  - Conducting preliminary surveys, layout, and staking out of alignments for various projects by use of GPS
  - Daily construction reports, supervision of ongoing construction work and documenting of communications with contractors and residents
  - Water testing and sampling associated with commissioning of water and feeder mains – *City of Moose Jaw training provided*
  - Preparation of redline drawings for active construction jobs
  - Gathering of background information for future design works
  - Office and AutoCAD support

Qualified applicants will possess:

- Completion of a post-secondary diploma in Civil Engineering Technology OR five years of experience related to construction of civil infrastructure
- Equivalent combination of education, training and experience
- A valid Class 5 driver's license

**Salary: \$56,604 to \$63,264 annually**

*Monday to Friday work schedule with earned days off*

*Sick Benefits*

*Comprehensive Medical/Dental Benefits*

*Group Insurance and LTD coverage*

*Defined contribution 7.5% employee/employer matched pension contributions*

Please submit a resume prior to 5:00 p.m. December 11, 2022, with names of references and clearly indicating Competition #22-60 to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517 or

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