

City of Victoria JOB VACANCY NOTICE Internal/External

CUPE LOCAL 50

DATE OF ISSUE: January 25, 2010

CLOSING DATE: February 10, 2010

Competition Number: **10/15**
Position Title: **Technical Assistant – Infrastructure and Utility Services**
Number of Positions: **One**
Duration: **Continuous**
Work Schedule: **Monday to Friday, 35 hours per Week**
Pay Group: **\$2,012.50 bi-weekly - Pay Grade 10 (Under Review)**

ALL APPLICATIONS MUST BE received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position.

*Please submit your application quoting the above competition number to:
The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C.,
V8W 1N8, by FAX to (250) 361-0238 or by email to hr@victoria.ca*

DEPARTMENT: Engineering / Support Services / Assets and Infrastructure

POSITION FUNCTION

Review, interpret, maintain and provide information related to City owned infrastructure and other utility services to both internal and external users. Process applications and payments for building moves and under sidewalk basements.

KEY DUTIES

Review, verify and provide infrastructure information as requested by engineering staff and other departments for service installations, emergency repairs and maintenance projects. Respond to enquiries from the public and outside agencies regarding city infrastructure, locations and depths of service connections; provide information on procedures and requirements such as service installations, dye testing and various other City procedures; refer to appropriate City staff for further assistance.

Create work orders for service applications such as sanitary sewer, storm drain and water; check general permit to ensure proper address, service location and job number; produce statistical reports on number and value of new service applications for cost recovery purposes.

Receive, review and circulate applications and plans for building moves for external customers, compile staff responses, liaise with applicants during approval process regarding application contents

and status; process fees and maintain files and registry database; maintain inventory and related attributes information, process fees and liaise with external lessees related to City-owned under-sidewalk basements; develop and maintain other engineering databases as required for general use within the department.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by internal and external requests for infrastructure information, external application, service installation or as assigned by supervisor.

Work is reviewed upon completion and through discussions with supervisor.

Problems such as deviations from established procedures are referred to supervisor.

WORKING CONDITIONS

Physical Effort:

Lift and move medium weight materials. (rare)

Mental Effort:

Short periods of intense concentration while compiling utility checks. (occasional)

Deal with complaints and negative comments. (occasional)

Visual/Auditory Effort:

Focus on small print or plan details for short periods. (often)

Work Environment:

Office.

KEY SKILLS AND ABILITIES

Organize and prioritize work.

Understand and apply the techniques of engineering infrastructure and utility services.

Working level operation of current City word processing, spreadsheet and engineering software.

Read and interpret engineering plans and drawings.

Maintain accurate records.

Establish and maintain effective working relationships.

Deal effectively with the public and outside agencies.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

Technical School Diploma in Civil/Structural Engineering Technology. (2 years)

Experience:

1 year of related experience.

or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

JC: New

THIS IS A CUPE LOCAL 50 POSITION

TESTING MAY BE CONDUCTED