

City of Victoria JOB VACANCY NOTICE Internal/External

CUPE LOCAL 50

DATE OF ISSUE: March 12, 2010

CLOSING DATE: March 26, 2010

Competition Number: **10/38**
Position Title: **Technical Assistant – Engineering Services**
Number of Positions: **One**
Duration: **Continuous**
Work Schedule: **Monday to Friday, 35 hours per Week**
Pay Group: **\$1,822.80 bi-weekly - Pay Grade 8**

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 and Public Works / Support Services & Transportation and Parking Services

POSITION FUNCTION

Perform a variety of administrative and technical engineering functions for various Engineering sections.

KEY DUTIES

Respond to counter, telephone or written inquiries from the public, outside agencies and other departments regarding a wide variety of municipal and government services relating to transportation issues; support the implementation of a customer service program by providing detailed information about programs.

Perform field investigations and surveys and operate various manual and electronic equipment in support of various engineering projects such as pedestrian, cyclist or traffic safety concerns, bus stop or shelter inquiries, street lighting requests and neighbourhood traffic management issues.

Complete applications for services such as sanitary sewer, storm drain and water; research and provide information such as city utilities and service locations, property and project information as authorized; liaise with staff in other sections to compile and exchange records and data.

Maintain a variety of manual and computerized records, files, plans, and base maps; assist in the production and updating of related engineering drawings, maps (CAD) and statistical reports; operate plan reproduction equipment.

Perform related duties where qualified.

INDEPENDENCE

Work is assigned by supervisor and reviewed upon completion.
Problems such as deviations from established procedures are referred to supervisor.

WORKING CONDITIONS**Physical Effort:**

Sit with arms unsupported while keyboarding. (occasional)

Lift and carry medium weight equipment. (occasional)

Mental Effort:

Deal with complaints and negative comments. (occasional)

Visual/Auditory Effort:

Focus on a variety of small print or details and VDT for short periods. (occasional)

Work Environment:

Office.

Work in close proximity to moving traffic. (occasional)

Work outside in all weather conditions. (occasional)

KEY SKILLS AND ABILITIES

Organize and prioritize work.

Understand and apply the techniques of engineering.

Working level operation of current City word processing and related speciality software.

Establish and maintain effective working relationships

Deal effectively with the public and outside agencies.

QUALIFICATIONS**Formal Education, Training and Occupational Certification:**

High school graduation.

Accredited civil technology courses. (1 year)

Current and valid Class 5 B.C. Driver's licence.

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: 4239

THIS IS A CUPE LOCAL 50 POSITION

TESTING MAY BE CONDUCTED