



Provincial Job Description

TITLE:
(111) Engineering Technologist

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs construction-related designs and assists with the coordination of the tendering and construction phases of a project.

QUALIFICATIONS:

- ◆ Architectural and Building Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced computer skills
- ◆ Ability to work independently
- ◆ Communication, organizational and interpersonal skills
- ◆ Valid drivers license

EXPERIENCE:

- ◆ Previous: Twelve (12) months previous experience including the formal work terms prior to graduation.

KEY ACTIVITIES:

A. Project Design

- ◆ **Determines user/stakeholder requirements.**
- ◆ **Plans layouts to meet user/stakeholder needs.**
- ◆ **Produces Computer Assisted Drafting (CAD) drawings (e.g., mechanical, electrical, architectural) for review with users / stakeholders.**
- ◆ **Coordinates and reviews design work with other staff, architects and engineers.**
- ◆ **Finalizes the CAD design drawings and specification.**
- ◆ **Prepares project cost estimates and construction schedules.**
- ◆ **Adds projects to database and filing system.**
- ◆ **Issues final drawings to user/stakeholder for approval and sign-off.**
- ◆ **Determines space program requirements and standards.**

B. Project Tendering

- ◆ **Prepares/issues invitations to contractors to bid on projects.**
- ◆ **Coordinates site tours with contractors, consultants and user/stakeholder.**
- ◆ **Collects and reviews tenders.**
- ◆ **Issues instructions to contractors that affect their bids or scope of work.**
- ◆ **Reports tender results to Department Head.**
- ◆ **Issues purchase orders to successful bidders.**
- ◆ **Issues letters to contractors.**

C. Project Supervision

- ◆ **Initiates the construction process involving contractors, user/stakeholder and other staff as required.**
- ◆ **Coordinates internal staff and sub-trades.**
- ◆ **Issues change orders and instructions to contractors.**
- ◆ **Maintains project schedules and costs.**
- ◆ **Performs/assists in on-site inspections.**
- ◆ **Coordinates department/user group moves.**
- ◆ **Coordinates work orders for information systems, telecommunications and environmental services.**
- ◆ **Coordinates and/or updates project with maintenance and energy services.**

D. Related Key Work Activities

- ◆ Maintains “as built” drawings and records.
- ◆ Maintains CAD file records and drawings.
- ◆ Maintains space allocation database.
- ◆ Maintains/revises project database.
- ◆ Maintains/updates filing system.
- ◆ Maintains product library.
- ◆ Orders office supplies.
- ◆ Provides orientation to staff.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.