

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking self-motivated professionals for our Engineering Department.*

PERMANENT FULL TIME  
SENIOR ENGINEERING TECHNOLOGIST  
(1 Position)  
Internal/External Competition #2025-18

<b>Department:</b>	Infrastructure Services; Engineering
<b>Duties &amp; Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	Band 17 - \$44.14 per hour
<b>Hours of Work:</b>	40 hours per week
<b>Conditions of Employment:</b>	Automatic wage deposit Applicant must provide proof of legal eligibility to work in Canada
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Director of Infrastructure Services

This job posting will remain open until 4:00 PM July 9, 2025. For further information please contact Tim Tanton, Director of Infrastructure Services at 250.245.6440; [ttanton@ladysmith.ca](mailto:ttanton@ladysmith.ca)

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a **WORD or PDF** format to:

Trish McConnell, Manager of Human Resources  
City Hall, 410 Esplanade  
Ladysmith, BC V9G 1A2  
Email: [careers@ladysmith.ca](mailto:careers@ladysmith.ca) ; Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Per CUPE Agreement Article 15.02: "applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union."

**The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.**



<b>TITLE:</b>	SENIOR ENGINEERING TECHNOLOGIST
<b>DEPARTMENT:</b>	ENGINEERING
<b>DIVISION:</b>	INFRASTRUCTURE SERVICES
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	17

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### GENERAL ACCOUNTABILITY

Reporting to the Director of Infrastructure Services, the Senior Engineering Technologist is responsible for the planning, organization, direction and control of engineering services provided within the Infrastructure Services division.

The Senior Engineering Technologist provides advice, guidance, recommendation and direction regarding engineering service related issues while also contributing to the effective operation of the Engineering Services Department. This involves the performance of technical and administrative work related to the completion of a variety of engineering services activities and projects. The position supports both Development Services and Infrastructure Services departments by supervising and directing the work of staff as well as assisting team members in their duties to meet service expectations, departmental goals, and objectives. Only complex issues or matters of major impact are referred to the Manager of Operations and/or the Director of Infrastructure Services.

### PRIMARY DUTIES AND ACCOUNTABILITIES

- In consultation with the Director of Infrastructure Services and/or Manager of Operations, plan, create, implement and monitor the goals and objectives of the engineering services department.
- Proactively recommend and plan improvements to infrastructure including sanitary sewers, water distribution, storm drainage systems and road networks to meet the short and long-term goals of the Town's growth plan.
- Consult with professional engineers, architects, engineers' associates, consultants and other staff and agencies to identify and evaluate the technical and environmental impacts of various infrastructure projects and ensure compliance with relevant legislation, bylaws, policies and procedures.
- Administer and review standards and specifications that apply to engineering and the infrastructure group.
- Participate and make recommendations in the development of the Town's five-year capital planning process.
- Inspect construction projects carried out by the Town or by contractors to ensure compliance with the Town's engineering standards and specifications.
- Supervise and direct the work of technical staff to ensure municipal standards and infrastructure work objectives are met effectively and efficiently.
- Conduct performance appraisals; assess training needs, and direct staff to accomplish goals and objectives.
- Supervise, assign, direct, monitor and evaluate the work of the engineering assistant position.
- Review and approve servicing and access requirements in accordance with local by-laws.
- Review servicing and infrastructure requirements on development related issues.
- Prepare and review tender documents.
- Assist in the preparation of comprehensive reports; design, cost estimate, and establishes project scope and limit of construction.
- Assist in the evaluation of and make recommendations on revisions to the Town's Engineering Standards and Specifications manual.

- Investigate/evaluate new products prior to adding them to the Town's approved products list.
- Respond to enquiries and provide technical advice to both internal and external clients including the public, contractors, consultants and other government agencies;
- Maintain confidentiality when dealing with highly sensitive items.
- Adhere to safety policies and regulations as established by WorkSafe BC, the Occupational Health and Safety committee, the Town of Ladysmith and regional and municipal statutes.
- Maintains courteous and professional interactions with the public, user groups and Town employees.
- Attends professional development training as directed.
- Other related duties as required.

## **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. A diploma in civil engineering, planning or relevant field plus five (5) years recent and relevant employment experience in municipal project design and assessment. An equivalent combination of education and experience may be considered.
2. Possession of A.Sc.T. professional designation.
3. Extensive demonstrated knowledge of civil engineering practices, methods, techniques and equipment used in municipal engineering, planning, analysis, design, construction and operation.
4. Extensive demonstrated knowledge of terminology, methods, techniques, practices, materials and equipment use, in road, underground infrastructure, subdivision and site planning.
5. Extensive knowledge of construction methods, procedures and materials associated with municipal infrastructure.
6. Thorough knowledge of local government and of applicable legislation, bylaws and policies related to land and infrastructure development.
7. Considerable knowledge of budgeting, estimating and costing procedures.
8. Knowledge of and skills in planning, design and contract administration.
9. Outstanding supervisory skills and ability to direct and energize technical staff and contractors.
10. A demonstrated ability to independently source, compile and analyze data and statistics in the resolution of issues and/or the creation of complex technical reports and recommendations.
11. Highly organized; detail orientated with thorough follow-up skills.
12. Proficient in Auto-CAD, Autodesk Land Desktop, MS Office, Database and Engineering Application Programs. Knowledge of GIS would be an asset.
13. Valid B.C. driver's license - class 5.
14. Demonstrated initiative with minimum direction, completing tasks by removing barriers and locating necessary resources.
15. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
16. Demonstrated high-level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
17. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
18. Demonstrates valuing diversity.