

**Job Class Profile:** District Engineer Assistant (T&W)

**Pay Level:** CG-35 **Point Band:** 766-789

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	3	4	4	5	5	3	4	
Points	233	67	19	19	120	108	103	64	43	776

## JOB SUMMARY

The District Engineer Assistant (T&W) performs responsible administrative and advanced engineering technical work in assisting a district engineer who is responsible for a large number of engineering projects.

### Key and Periodic Activities

- Inspects project construction sites to ensure adequate quality control and plan and specification adherence, providing advice and recommendations to the resident engineer and other field staff and preparing reports for the district engineer.
- Assists in determining personnel requirements and equipment needs for engineering staff within the district.
- Assists new engineers and technicians placed in charge of construction projects; conducts periodic inspections of construction projects within the district; consults with resident engineers and contractors to ensure adequate quality control and plan and specification adherence on projects
- Assists in supervising and co-ordinating preliminary engineering surveys to obtain data essential to the planning and design of highways, bridges, ferry terminals and other structures.
- Acts as liaison between engineering field staff and other branches of the department, other government departments, utility companies and others concerning construction projects
- Prepares cost estimates and project recommendations and assists in establishing personnel equipment and building needs for budget and operational requests.
- Supervises technical and other staff on a project basis as required.
- Provides direction and instructions to office staff.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Knowledge of various software for spreadsheet, database and design applications

- Knowledge of construction contracts, specifications and standards
- Knowledge of various construction methods and practices

**Formal Education and/or Certification(s):**

- Minimum: 3-year Diploma in Engineering Technology

**Years of Experience:**

- Minimum: 10 years

**Competencies:**

- Advanced computer skills especially as it relates to spreadsheets and databases.
- Project management skills.
- Communication skills.

**Interpersonal Skills**

- A range of interpersonal skills are used to listen to information, ask questions, provide routine information, gain the cooperation of others, and provide technical advice.
- Communications occur with employees, supervisors/managers, contractors and to a lesser degree with the general public, students and employees in other departments/agencies.
- The most significant interactions are with supervisor/Manager to inform on project progress and issues and to receive direction and assignments; employees in the immediate work area to schedule and delegate work and monitor progress and provide technical direction; and contractors to maintain good relations to ensure a project proceeds as planned on budget and with adherence to plan, specs and contract language.

## EFFORT

**Physical Effort**

- Work occasionally may result in considerable fatigue requiring periods of rest especially during prolonged periods of driving to construction sites.
- Requires regular sitting, while driving and using the computer and travelling to and inspecting construction sites, and fine finger work when at the computer.
- Requires standing and walking while inspecting sites.

**Concentration**

- **Visual** concentration is required while preparing spreadsheets, extended driving, reading/writing reports, directing staff and conducting inspections.
- **Auditory** concentration may include listening to team and contractors where sites may be very noisy, and hearing for awareness to unsafe situations, listening to requests from clients and listening during meetings.
- There are **deadlines** to meet and **interruptions** can be frequent depending upon the activity. With construction work it is critical to meet timelines and budgets; inspections and testing must be carried out efficiently so as not to interrupt progress and get payments to contractors; tender documents must be prepared quickly to get contracts awarded.

**Complexity**

- Tasks are varied and range from regularly repetitive/well defined to occasionally different

and unrelated.

- Typically, work is performed with defined and standard work processes, have obvious or limited solutions and/or can be addressed by following procedures or guidelines, finding practical solutions or using creative problem solving with complex solutions.
- Typical problems to be solved relate to ensuring adequate quality control and plan and specification adherence.
- Departmental field manuals, Department Specifications and design standards, National Codes and regulations, OHS regulations, standards, and policies, precedents and professional Engineering and other expert staff are available as references or resources.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks are moderately prescribed or controlled.
- An addition to the scope of work of the contract or in the unit price of the contract requires supervisory/head office approval.
- Independent discretion, judgement and latitude are exercised in conducting inspections and monitoring contractor activities, interpreting plans and specifications, solving technical problems and scheduling staff and in office work.

### Impact

- Results are directly felt within the immediate work area, department, within and outside the organization and by clients and the general public.
- Results directly impact equipment, processes, finances, material and human resources, contractors, the general public, and health and safety.
- Consequences of errors could be significant and felt outside the department by clients and the public.

### Development and Leadership of Others

- There is no supervision of staff.
- Provides direction and guidance to staff regarding project management and technical issues and supervise technical and other staff on a project basis as required.

## WORKING CONDITIONS

### Environmental Working Conditions

- There is a requirement for protective gear and safety precautions.
- The likelihood of minor injury is moderate; major injury limited.
- Exposed to a variety of undesirable environmental conditions and hazards such as dust, fumes, wet or slippery surfaces, and temperature extremes, isolation, dangerous heights, infectious diseases and heavy machinery when on construction sites and performing inspections.