

[Welcome](#)[Contact Us](#)[Job Details](#)[» Login Now](#)[« Back](#)

If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[» Apply Now](#)**Title** Work Control Technician**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-202

Nature & Scope of Work This is technical and clerical work in planning, coordinating, estimating, scheduling and reviewing maintenance and capital work projects in conjunction with the Electrical/Mechanical Branch in the Engineering Operations Division. Working closely with the Managers and Superintendents, an incumbent will prioritize work requests; develop an annual maintenance work plan; assist in the preparation of annual departmental budgets; estimate work orders and material requirements; investigate, evaluate and recommend new Engineering methods and materials; monitor progress of the annual work plan and capital works projects; order materials; hire private contractors to supplement municipal crews and equipment; review final costs of work orders and prepare detailed final costs analyzes.

An incumbent will also perform a variety of clerical tasks for the Managers and Superintendents related to processing paper work, time sheets, material and equipment invoices and packing slips; processing purchase requisitions and purchase orders; approving goods for payment; ensuring proper coding on all items input through the computerized maintenance management system (CMMS). An incumbent will also prepare correspondence under the direction of a Superintendent; update CMMS system; and perform other related tasks. An incumbent will receive and respond to inquiries and complaints related to Engineering Operations; maintain a variety of records, statistics and reports related to the work; open, close and schedule work orders; input budgets and data related to the work of the section through a computer terminal for the budget and maintenance management systems.

The work requires that the incumbent work under minimal supervision and exercise some independent judgement and action within the City's and the departments' guidelines and policies. Work performance is reviewed by a superior in terms of accuracy, completeness, and achievement of desired objectives.

Illustrative Examples of Work An incumbent will perform a variety of tasks including, but not limited to, the following:

- Receive work requests from a variety of sources and will assign a priority, create a work order and/or assign the work to the responsible section.
- Estimate resources necessary for the completion of work requests, orders materials, and monitors all aspects of the work through completion, and maintains records of same.
- Assist in the preparation of the annual budget and develop an annual work plan.
- An incumbent will do the detailed input of the budget and work plan into the computerized budget and maintenance management systems.
- An incumbent will, on a weekly basis, schedule the work for one or more sections within Engineering Operations; ensure for the availability of required labour, material, equipment, private contractors and budget funds; acquire necessary permits; adjust schedules in conjunction with the Superintendents to accommodate emergency and other situations.
- An incumbent will hire private contractors and equipment to supplement municipal crews as required; will verify all contractors licences, insurance and WCB coverages are in place; obtain competitive quotes; recommend the use of new contractors. Upon completion of work orders, an incumbent will review the final costs of work orders for accuracy of charges; approve charges for invoicing by the City to third parties.
- An incumbent will prepare detailed final costs analysis of projects as required; identify and explain variances between actual and estimated costs, and other problem areas.
- On a daily basis, an incumbent will receive, forward, and may investigate complaints and inquires related to Engineering Operations work; an incumbent will initiate action to resolve

problems where feasible such as service requests and appropriate written correspondence, referring contentious issues to a superior.

- Periodically an incumbent will be required to prepare annual tenders and contracts for such items as pump maintenance services, streetlight maintenance, pole painting and other maintenance related contracts.
- An incumbent must establish and maintain liaison with a variety of internal and external contacts; monitor progress of projects, and confer with staff in the Engineering Department to resolve problems; prepare costs estimates and weekly work schedules; and attend related meetings as required.
- An incumbent will prepare and maintain a variety of records, reports, inventories, schedules, budgets and correspondence manually or using a computer terminal; an incumbent will assist with annual inventories of specific materials, and will carry out special assignments related to administrative procedures as requested.

Required Knowledge, Skills and Abilities An incumbent will have to demonstrate proficiency and experience in the following areas:

- Considerable knowledge in the methods, practices, procedures, materials, tools and equipment used in Engineering Operations
- Considerable knowledge of the procedures, practices and techniques used in City accounting, costing, estimating, and budget preparations as related to Engineering Operations
- Ability to review drawings and take off quantities and prepare estimates based on the drawings
- Sound knowledge of the scope and requirement of Engineering Operations and of all the applicable standards, bylaws, rules and regulations
- Sound knowledge of the methods, techniques and equipment used in information system technology
- Working knowledge of computer software programs such as Excel, Microsoft Project, and word processing
- Ability to analyze and evaluate data and information required for computer system purposes and develop logical solutions for assigned problems
- Sound knowledge of the administrative practices and procedures applicable to the work performed
- Ability to prepare work orders, organize and allocate labour and equipment to a variety of projects
- Be able to prepare detailed cost estimates and costs analysis of Engineering Operations projects and assist in the preparation of the annual departmental budget
- Analytical and interpretation skills and the ability to prepare reports related to the work involved
- The incumbent will also be required to establish and maintain effective working relationships and to be able to deal tactfully and diplomatically with a variety of internal and external contacts

Desirable Training & Experience Completion of the 12th school grade, supplemented by, or including, courses in cost estimation, computer applications, public works inspection, plus considerable related experience in electrical estimating and in public works or construction work, or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations Valid Driver's Licence for the Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 40 hour work week

Pay Grade 23

Pay Rates \$34.98, 36.45, 37.97, 39.56, 41.29 per hour

Posting Date 12/5/2019

Posting Closing Date 12/12/2019

[» Apply Now](#)