

Career Opportunity



Enhance your lifestyle and your career . . . Join us now as:

Utility Records Technician – Temporary (more than one may be hired) Competition No. 03-61/11

The City of Kamloops has a challenging, temporary opportunity available for a Utility Records Technician.

The Utility Records Technician performs skilled manual and computer aided drafting work of a complex nature under the limited supervision of the Capital Projects Supervisor and/or the Water and Sewer Engineer. The work involves preparing working drawings and designing and drawing minor projects. In addition, the incumbent maintains engineering records by accepting digital and paper construction records from internal and external sources, updates records information by converting data into GIS and files digital and hardcopy records for storage and later retrieval. The job involves inside and outside work, and the incumbent is expected to use considerable tact, courtesy, diplomacy and persuasion in dealings with the public, other City employees, contractors, and representatives of private companies in regard to utilities.

The successful applicant will have:

- Completion of senior secondary school or its equivalent.
- Completion of a post-secondary computer aided drafting diploma OR GIS diploma.
- Minimum six months previous experience relevant to systems in a civil or municipal setting.
- Completion of post-secondary courses in GIS applications, preferably in ESRI ArcGIS and AutoCAD.
- Completion of post-secondary courses at a beginner level in MS Word and MS PowerPoint, and an intermediate level in MS Excel and MS Access.
- BC Driver's Licence - Class 5.

The hours of work for this position are 8:30 am – 4:30 pm (winter) 8:00 am – 4:00 pm (summer). This unionized position pays \$29.82 per hour (based on a 35 hour work week), and includes a comprehensive benefits package. In January 2012, the wage rate rises to \$30.42 per hour.

There are two, temporary full-time positions available, one beginning in January 2012 and one beginning in March 2012, both for approximately one year in length.

Applications will be reviewed commencing December 15, 2011, and will continue until the position is filled. Please send your resumes quoting Competition No. 03-61/11 to:

Human Resources Department
City of Kamloops
105 Seymour Street
Kamloops BC V2C 2C6
Fax: 250-372-1351 Email: HR@kamloops.ca

For detailed information on this position and for more information on our community, please refer to our website at www.kamloops.ca/jobs.

The City of Kamloops thanks all applicants for their interest in applying for this position; however, only those selected for an interview will be contacted.

The City of Kamloops is focused on creating the highest levels of service excellence, based on a company culture that celebrates the employees who make it all happen. We offer ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops boasts excellent sporting and recreational facilities, with four distinct seasons offering the perfect pursuit for active lifestyles and outdoor enthusiasts, be it on water, land or snow - with plenty of sunshine throughout the year. Enjoy professional theatre and symphony productions as well as art shows and cultural events at a variety of venues. And we're only a three hour drive from the Vancouver area!



105 Seymour Street | Kamloops BC V2C 2C6 | P. 250-828-3439 | F. 250-828-1351 | www.kamloops.ca

CITY OF KAMLOOPS

JOB TITLE: Utility Records Technician

PAY GRADE: 11

NATURE AND SCOPE OF WORK

Performs skilled manual and computer aided drafting work of a complex nature under the limited supervision of the Capital Projects Engineer. The job involves preparing working drawings and designing and drawing minor projects. In addition, the incumbent maintains engineering records by accepting digital and paper construction records from internal and external sources, updates records information by converting data into GIS, and files digital and hardcopy records for storage and later retrieval. The job involves inside and outside work, travel across uneven rocky surfaces and exposure to traffic hazards when conducting field inspections or performing survey work. Work involves preparing presentation materials for City departments, developing custom GIS data retrieval for engineering applications, and creating custom mapping and reports utilizing GIS data and applications. The incumbent is required to use considerable courtesy, tact, diplomacy, and persuasion in dealings with the public, other City employees, contractors, and representatives of private companies in regard to utilities. Although results of work are reviewed, errors are difficult to identify and could cause delays in production or loss of service.

ILLUSTRATIVE EXAMPLES OF WORK

1. Prepares record drawings of utilities such as water, sewer, drainage, and roadways.
2. Receives and compiles survey information for inclusion in plans, records, and reports.
3. Captures or receives as-constructed digital or hardcopy drawings for conversion into GIS for updating the engineering records database.
4. Performs field inspections to check data, as required.
5. Provides information from records and files to Public Works and Utilities crews and other parties, as required.
6. Performs quality assurance checks on externally and internally generated digital and hardcopy engineering records.
7. Provides occasional data analysis and mapping products to City departments.
8. Operates plotters, printers, and microfilm, as required.
9. Obtains and interprets plan information, Certificates of Title, etc. from the land registry office.
10. Provides holiday and absence relief for survey crew.
11. Provides spatial data for engineering projects with a particular focus on infrastructure such as location of sewer stubs, water mains, hydrants, and zoning district designations.
12. Operates a vehicle as directed.
13. Performs related duties as required.

REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Considerable knowledge of computer aided drafting methods, practices, techniques, and equipment as applied to municipal utility drafting.
2. Considerable knowledge of GIS applications, concepts, and procedures.
3. Technical skill in operating the current release of ESRI ARCGIS, AutoCAD, and AutoCAD MAP.
4. Knowledge of converting, reformatting, and a sound understanding of the integration between CAD and GIS for migration of spatial data to and from existing AutoCAD drawings, survey data, shapefiles, and geodatabases in a 3D GIS environment.
5. Considerable knowledge of the principles and practices of cartographic mapping, coordinate systems, projections, scale, the ability to adhere to corporate data and cartographic standards, and willingness to help in the development and implementation of these standards.
6. Knowledge of civil engineering and surveying principles within a municipal setting.
7. Knowledge of mathematics as applied to drafting and design work.
8. Knowledge of plotters, printers, and microfilm.
9. Ability to communicate effectively, orally, and in writing.
10. Ability to read and interpret maps and engineering drawings and to confirm data in the field.
11. Ability to exercise good judgement, courtesy, tact, and diplomacy in providing information to the public, members of staff, contractors, and representatives of private companies.
12. Ability to create cartographically appealing maps/GIS projects and to detect and correct mapping errors.
13. Ability to visualize three-dimensional objects from two-dimensional drawings.
14. Ability to multi-task, manage, and organize multiple deadlines for different projects.

PREFERRED TRAINING, EXPERIENCE, MEMBERSHIPS, ETC.

1. Minimum one year's previous experience relevant to systems in a civil or municipal setting.

REQUIRED EXPERIENCE, LICENCES, CERTIFICATES, ETC.

1. Completion of senior secondary school or its equivalent.
2. Completion of a post-secondary, two-year vocational computer aided drafting program.
3. Completion of post-secondary courses in GIS applications, preferably in ESRI ArcGIS and AutoCAD.
4. Completion of post-secondary courses at beginner level in MS Word and Power Point and an intermediate level in Excel and Access.
5. BC Driver's Licence - Class 5.

HOURS OF WORK

Normal day shift.