

Halifax Regional Municipality (HRM) is inviting applications for temporary, up to 18 months, position of **Junior Design Engineering Technologist** in Design & Construction Services, Public Works. We encourage applications from qualified African Nova Scotians, racially visible persons, women in non-traditional positions, persons with disabilities, Aboriginal persons and persons of the LGBTQ+ community. HRM encourages applicants to self-identify.

Under the direction of the Design Engineering Technologist Team Lead, this position is responsible for a variety of technical and administrative functions required for the design and tendering of civil / municipal engineering projects. The Technologist must have a background in the area of civil / municipal engineering design practices, and must have the ability to operate the civil engineering design software (e.g., Autodesk Civil 3D).

#### **DUTIES AND RESPONSIBILITIES:**

- Formulates the scope and design requirements for identified capital projects;
- Apply municipal design guidelines and policies to develop and produce designs for capital projects;
- Coordinates tender calls with Financial Services (Procurement) including advertisement, requisition of funds, obtaining approvals from stakeholders and preparing tender documents for delivery to Procurement;
- Responds to design related tender inquires and coordinates the issuance of addendums when required;
- Maintains project documentation and provide thorough project information to Construction Services;
- Evaluates tender bids for accuracy and conformity to HRM requirements. This involves producing a detailed spreadsheet summarizing unit prices bid and unit prices estimated, ensuring that the calculated totals are correct;
- Provides information, interpretations and general advice to inquires from the general public, contractors and other HRM departments as required regarding Capital Projects;
- Performs an integral role in the production of record drawing information;
- Prepares routine Council and CAO Award Reports to address project background, bids received and recommendation to award tender;
- Provide technical guidance and assistance to design colleagues and other HRM Departments.

#### **QUALIFICATIONS**

##### **Education and Experience:**

- Diploma in Civil Engineering Technology or a suitable combination of training and experience with a minimum of 1-2 years of municipal engineering training;
- Must have civil engineering design software training from a recognized program or a suitable combination of training and experience;
- Training in Microsoft Office, including Excel, Outlook, etc.

##### **Technical / Job Specific Knowledge and Abilities:**

- Experience in civil engineering design software, preferably Autodesk Civil 3D;
- Experience in computer-aided design, preferably AutoCAD;
- Knowledge of the HRM Municipal Services Systems design guidelines and/or other design guidelines necessary to carry out accurate civil engineering designs;
- Ability to design and prepare municipal and civil engineering drawings;
- Ability to estimate quantities of materials, unit costs, and total costs of municipal projects;
- Knowledge of HRM Contract and Specifications for Municipal Services and Nova Scotia Road Builders Standard Specifications for Municipal Services;
- Knowledge of Provincial/Federal regulations and guidelines affecting municipal designs;
- Proficient in Microsoft Office, including Excel, Outlook, etc.;
- Working knowledge of GIS.

**Security Clearance Requirements:** Applicants may be required to complete an employment security screening check.

**Please note:** Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates, who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.

**COMPETENCIES:** Analytical Thinking; Customer Service; Communication; Teamwork and Cooperation; Valuing Diversity; Strategic Thinking and Innovation

**WORK STATUS:** Temporary, up to 18 months

**HOURS OF WORK:** Working hours are 8:30 am to 4:30 pm, Monday to Friday for 35 hours per week, overtime as required.

**SALARY:** Level 5 - \$26.90 per hour as per NSUPE Local 13 Collective Agreement (effective November 1, 2019)

**WORK LOCATION:** 21 Mount Hope Avenue, Dartmouth NS

**CLOSING DATE:** All applications will be accepted until 11:59pm May 15, 2022

**This is a bargaining unit position. External applicants will only be considered if there are no qualified bargaining unit candidates.**

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

Qualified HRM retirees may also be considered for competitions. In these circumstances, a form of employment may be offered, including term and/or contract employment.

(position #72282649)

To apply please follow the link

[https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25749&siteid=5764#jobDetails=734176\\_5764](https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25749&siteid=5764#jobDetails=734176_5764)