Job Family: Miscellaneous  
Class Series: Technical Assistants/Engineering Technicians  
Grid: 36  
Class Title: Engineering Technician II

I. Level Definition

Positions at this level design and/or analyse major construction or renovation proposals, prepare cost estimates and specifications for major projects, submit recommendations in order to ensure efficient utilization of available equipment, materials and personnel, and/or supervise designated staff.

II. Typical Duties

(1) Designs and prepares specifications for major construction, renovation, alterations and maintenance projects.

(2) Analyses major projects by preparing cost estimates, comparing alternatives and making recommendations for final project approval.

(3) Compiles and submits detailed progress reports related to ongoing projects.

(4) Develops and maintains a cost data bank for related projects.

(5) Supervises designated staff by scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.

(6) Monitors expenditures and makes recommendations regarding budget for assigned area.

(7) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from a recognized program in drafting plus five years’ recent, related experience, including one year in a supervisory capacity, or an equivalent combination of education, training and experience.

(2) Skills and Abilities

(i) Ability to communicate effectively both verbally and in writing.
(ii) Ability to deal with others effectively.
(iii) Physical ability to carry out the duties of the position.
(iv) Ability to organize work.
(v) Ability to operate related equipment.