



## **FIRST NATIONS ENGINEERING SERVICES LTD.**

### **DESIGN TECHNOLOGIST JOB DESCRIPTION**

#### Reporting Relationship:

- Reports to and works under the direction and supervision of the Design Manager or Project Engineer.

#### General Description:

- Shall perform various technical activities related to the detailed design of municipal infrastructure. We have openings in the Civil and Mechanical divisions.

#### Responsibilities:

- Carries out various technological functions in various aspects of Municipal Engineering, primarily in support of producing design drawings for tender and construction.
- Participates as a member of the design team during the execution of a design project.
- Attendance at project team meetings and project site meetings with other representatives of the firm, if required.
- Assist in the preparation of tender and contract documents for construction.
- Conducts field inspections for conformance to approved design and specifications.
- Assist as a member of the survey team during the performance of conducting topographical survey.
- Assist in the review and coordination of shop drawings approval.
- Performs quantity take-offs in preparation of conducting construction estimates for water and wastewater projects.
- Prepare correspondence on various technical matters regarding code regulations, policies, procedures to other consulting firms, First Nations clients, and federal or municipal officials.
- Performs other related duties as assigned.

#### Knowledge / Skills:

- Use various software programs, for the design of system components including AutoCAD, Civil 3D, Excel spreadsheets and Hydraulic Modeling Software.
- Knowledge of First Nations aspirations and Culture an asset.
- Must have an ability to read and interpret drawings.
- Must be detail oriented and self-motivating.

- Mental attention to assigned tasks and extensive concentration to details.
- Must be willing to work to complete deadlines with interruptions and unscheduled hours.
- Promote positive communication skills to liaise with other employees to enable the company to achieve its goals and objectives.
- Ability to take direction and complete reviewed work to 100% the first time.
- Courtesy, cooperation and teamwork.
- Knowledge of general office procedures and equipment.
- Must have the ability to communicate technical details clearly and concisely to supervisors.
- Must be resourceful and understand the limits of internet research compared to research using published text and information from associations, or provincial ministries.
- Promptness and good time management skills are an asset.
- Have exceptional teamwork, interpersonal, multi-tasking, organizational, and time management skills.

Basic Requirements:

- College Diploma.
- Short term travel away from the office may be required to participate in project management.
- Responsible for protecting confidentiality in regard to all company work content and office activities.
- Must have a valid “G” Class license and provide own transportation.