



JOB POSTING - EXTERNAL

Position:	Development Engineering Inspector	Date of Posting:	07-FEB-2025
Department:	Development Services	Closing Date:	28-FEB-2025
Reports to:	Director of Development Services		
Job Type:	Permanent Full-time, 37.5 hours/week; Monday to Friday, 8:30am-5pm.		
Hourly Rate:	\$46.27	Employment Type:	Union-CUPE 105

The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact Antonio Vera, Senior Human Resources Manager at (250)627-2898 or via email at HR@princerupert.ca.

The City of Prince Rupert provides services to over 12,000 residents and hundreds of businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you'll find a workplace environment that mirrors the City's picturesque landscapes – dynamic, invigorating, and full of potential.

Let your skills and talent grow alongside us as we reshape our city's future!

The City of Prince Rupert is looking for a dynamic and dedicated individual to join our team as the Development Engineering Inspector. In this role, you will involve reviewing, interpreting, and inspecting civil works related to development, ensuring quality work meets City bylaw requirements and good engineering practices. The individual will provide asset data and mapping support for departmental planning. They will also support the implementation of the Asset Management Strategy and related Data Governance Framework by assisting with the capture, management, and maintenance of asset data to set standards and ensure its viability for future uses. This role offers opportunities for education in the relevant field for those looking to improve their Engineering, GIS, and data management skills.

What you'll do...

- Provide engineering support to the Development Services Department, including customer liaison, interpreting and reviewing civil plans, offering recommendations for land-use permits, and facilitating data requests.
- Ensure departmental goals, objectives, quality standards, policies, and procedures are

followed.

- Collaborate with the GIS Specialist to manage the acquisition and integration of new asset information, following the City's Data Governance Framework.
- Work closely with the Operations Department to support coordination between Development Services and Operations. This includes working onsite at Public Works when required.
- Administer damage deposits, perform inspections, and ensure repairs to City property before refunds.
- Prepare custom reports, graphics, charts, plans, and documents to support development.
- Manage engineering development documentation and track payments required/received by private developers.
- Advise consultants on City standards and specifications, offering modifications to meet site conditions while aligning with City plans and priorities.
- Obtain Record Drawings for completed projects and transfer data to City records management systems.
- Review drawings and designs for compliance with standards and specifications.
- Develop technical reports and assist with Council updates and staff reports.
- Assist in grant applications and preparation of necessary forms and reports.
- Attend both Development Services and Operations Department meetings as required.
- Maintain a professional image and positive relations with developers, consultants, staff, and the public.

What you'll bring...

SKILLS AND ABILITY

- A genuine passion for contributing to the growth and prosperity of Prince Rupert.
- A minimum of three years of "hands-on" practical experience in the field of civil engineering and inspection work, OR an equivalent combination of training and experience.
- Valid Class 5 BC Driver's License.
- Knowledge of WorkSafe BC Rules and Regulations.
- Ability to read and interpret plans, specifications, contracts, and other engineering reports or documents provided.
- Knowledge and ability to interpret Standards, Specifications, and Test Methods according to MMCD, CSA, ASTM, AASHTO, ACI, etc.
- Knowledge of the methods, practices, materials, tools, and equipment used in constructing and installing sanitary, storm, dike, water, underground lighting, roads, concrete structures, and related services.
- Civil engineering knowledge and skill using engineering applications such as CAD and Civil 3D software, and the operation of EDMs, GPS, Total Stations, and other survey equipment.
- Ability to enforce compliance with plans and specifications with impartiality, review, and determine the quality of materials and workmanship through inspection. Must be familiar with construction inspection methods and compliance practices.

- Strong communication, planning, and organization skills, a high attention to detail, and excellent research and analysis skills.
- Ability to use good judgment and sound decision-making when dealing with contractors, developers, and the public.
- Ability to work effectively on a team with other technical staff and employees.
- Demonstrated ability to work with minimal supervision and take initiative.
- Strong customer service skillset.
- Familiarity with or ability to quickly learn the municipal permitting processes and asset management theory and practice.
- Knowledge of or ability to learn the fundamentals of budgeting and standard costing procedures as related to engineering programs and operations.
- Experience in a municipal environment, preferably within work related to development/subdivision review is considered an asset.
- Training or experience with GIS software, data management, project management, GPS and data capture methods using mobile technology, and MMCD Contract Administration is considered an asset.

EDUCATION AND CERTIFICATION

- Completion of a Diploma or Degree in Engineering/Engineering Technology in Civil Engineering.
- Certification by the Applied Science Technologist and Technicians of BC (ASTTCBC) as an Applied Science Technologist (AScT).
- WHMIS Certification.
- Emergency First Aid Level 1.
- Traffic Control Certification is considered an asset.
- Public Works Inspector (CPWI) Certification through the Public Works Inspectors Society is considered an asset.

What to send our way...

- Your CV or Resume highlighting your education, experience, and skills.
- A cover letter explaining why you are interested in the position, and how your background and skills make you a suitable candidate.

Other information that you should know...

- This is a full-time, unionized position that offers a competitive salary complemented by a superior benefits package defined within the CUPE Local 105 Collective Agreement.
- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC, before starting work.
- This position is permanent, and applicants must be able to demonstrate they meet the City of Prince Rupert's eligibility requirements as outlined on our website:

<https://www.princerupert.ca/city-hall/careers-volunteering/job-postings> - *Eligibility*.

Please submit your cover letter, CV, or resume **in PDF format** to:

Attn: Human Resources

Email: hrdsd@princerupert.ca

Subject: Development Engineering Inspector

or

Mail or deliver all documents to:

City of Prince Rupert
Attn: Human Resources
424 - 3rd Avenue West,
Prince Rupert, BC, V8J 1L7

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.