



**Cape Breton
Regional
Municipality**

SR. ENGINEERING TECH – ASSET MANAGEMENT

Regular, Full Time

JOB SCOPE: Under the direction of the Manager, Engineering Services, performs routine and complex technical engineering related work for environmental, water, sewer, street, and other public works projects and programs. Assists in the application of principles, methods and techniques as they relate to the field of Civil Engineering. Responsible for administering large and small capital projects from the predesign, design, tendering, inspection and project management. This role is required to work closely with operational staff, elected officials, regulators, public, and contractors to expedite projects from inception to completion. The successful candidate will coordinate the computerized maintenance management system (CMMS) and GIS database with the Engineering and Public Works (EPW) asset management program.

BARGAINING UNIT: CUPE Local 933

SALARY: \$79,689 / per annum

MINIMUM QUALIFICATIONS: (Must include copies of the items listed below)

- Engineering Technology Diploma or Bachelor of Engineering (EIT).
- Minimum of five (5) years related work experience.
- Any equivalent combination of education and experience may be considered.
- Minimum of two years' experience with AutoCAD software.
- Valid Nova Scotia Driver's License or equivalent.
- Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations.
- Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.

CLOSING DATE FOR APPLICATIONS: Monday, March 16th, 2026, 4:00 PM

Applications quoting **Competition Reference #26.03-E** should be submitted via any one of the following:

In-person or drop-box:

Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 303, Sydney, Nova Scotia B1P7B9

Fax: 902-563-5582 or **E-mail:** jobapplications@cbrm.ns.ca

Although we thank all applicants for their submissions, we will respond only to those we wish to interview.

CBRM is committed to the principles of Employment Equity and Inclusivity. We encourage applications from designated groups, including but not limited to women, visible minorities, indigenous peoples, members of the 2SLGBTQIA+ community, and persons with disabilities. CBRM encourages the need for respect, integrity, diversity, accountability, and the public good.



JOB DESCRIPTION

Position Title:	Sr. Engineering Tech – Asset Management		
Department:	Engineering	Location:	City Hall
Reporting to:	Manager, Engineering Services	Bargaining Unit:	CUPE Local 933 (Inside)
Salary Range:	\$79,689 /per annum		

JOB SCOPE

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MAIN FUNCTIONS

- Assists with GIS data collection, maintenance, and migration.
- Assists with maintaining the Engineering Drawing File System.
- Coordinates between the Public Works (Central, East, & North) Maintenance Coordinators and Engineering staff to ensure all maintenance and rehabilitation work is tracked and integrated into the Asset Management Program.
- Maintains maintenance reporting and co-ordinates with in-house and contracted workers as required.
- Establishes and maintains work orders for Capital projects and maintenance and rehabilitation activities.

- Assists with updating and developing maintenance and rehabilitation schedules and budgets.
- Assists with developing and tracking key performance indicators related to transportation, water, wastewater, and storm water assets.
- Works with engineering staff to maintain & update all municipal infrastructure mapping and records.
- Establishes and administers under the general guidance of the Manager Engineering Services project specifications, plan preparation, acceptance testing, evaluation of field conditions, design changes and reports.
- Designs and prepares detailed dimensional drawings such as those needed for street, water, sewer, drainage, and other utility plans, systems and projects.
- Coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Calculates dimensions, profile specifications and quantities of materials such as pipe, concrete and asphalt.
- Supervises construction sites to determine conformance of site to design, specifications and project budget.
- Assists operational managers to ensure that construction and repair of transportation, water or wastewater systems meet control requirements.
- Performs project management for the construction of the municipal public works projects.
- Coordinates the preparation of sanitary sewer, water, storm drainage and street system drawings, databases and comprehensive plans.
- Assures the maintenance of engineering and infrastructure records. Prepares as-built plans for street, water, sewer or light systems.
- Evaluates technologies as they apply to preliminary design alternatives, etc. Coordinates and prepares traffic, utility and other studies and reports.
- Performs a variety of office related functions, including preparing permits, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff and the public.

- Uses AutoCAD design software designs and/or drafts sketches of proposed municipal infrastructure.
- Assists with and evaluates the creation and maintenance of infrastructure layers as they relate to a GIS environment for all aspects in the CBRM. These layers will be created to an engineering standard to be used throughout CBRM for design and operational purposes.

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ADDITIONAL QUALIFICATIONS

- Emergency First Aid/Level A CPR & AED Training
- WHMIS/GHS 2015

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- Knowledge of applicable municipal policies, laws and regulations affecting Division activities.
- Considerable skills in AutoCAD based design and GIS database manipulation.
- Considerable knowledge with the Microsoft Office Suite components (Word, Excel, Access).
- Experience in ArcView is an asset.

- Considerable skill in arriving at cost estimates on complex projects.
- Skilled in drafting, surveying and field inspection including matters of due diligence.
- Ability to prepare, organize and maintain engineering field and office data, reports and systems.
- Ability to effectively communicate complex technical information, orally and in writing, to Council, staff, contractors, developers, property owners, employees, consultants, other governmental agency representatives, regional officials and the public.