



# Rural Municipality of ST. ANDREWS

Box 130, 500 Railway Avenue  
Clandeboyne, Manitoba R0C 0P0  
Phone: 204-738-2264 Ext. 137  
1-866-738-2264 (toll free)  
Fax: 204-738-2500  
E-mail: [office@rmofstandrews.com](mailto:office@rmofstandrews.com)  
Website: [www.rmofstandrews.com](http://www.rmofstandrews.com)

**COMMUNITIES WORKING TOGETHER**

**Job Title:** ENGINEERING AIDE 1 or 2  
**Department:** Public Works  
**Reports To:** Manager of Public Works and Engineering Aide 3  
**Jobs Reporting:** n/a  
**Salary Grade:** Level 1 - \$26.14; Level 2 - \$29.00  
**Effective Date:** January, 2024  
**Supervisor Signature:**

---

## **JOB DESCRIPTION**

### **Primary Purpose**

The Engineering Aide will be under the direction and supervision of the Manager of Public Works and Engineering Aide 3. The incumbent will perform office and field work which includes topographic survey data collection, lot grade and approach permit inspections, road infrastructure inspections, Civil 3D modeling, construction plan and profile preparation, and tasks related to technical support duties for the RM and related work as required.

### **Key Accountabilities**

#### **Roads**

- Conduct Annual Paved Road assessments.
- Collect Topographic Elevation Data of existing roads and as-built data during road construction.
- Create CAD drawings of roads and other features.
- Assist with construction drawings for Paved Road Renewal projects.
- Assist with Paved Road Renewal Tender preparation.

#### **Drainage**

- Collect Topographic Elevation Data with GPS survey equipment.
- Create CAD drawings of RM drains, ditches, roads and other features as required.
- Perform culvert condition inspections.
- Apply for drainage licenses from the Province of Manitoba as required for drainage works.

#### **GIS**

- Collect GIS Data and updated databases (culvert conditions, paved road conditions, paved road renewal history/as-built data, ditch flows, drainage license locations, locations of ditches with survey and design data, and others as requested)
- Assist in maintaining GIS database layers.
- Create custom maps with GIS data.

### **Private Approaches & Lot Grades**

- Complete site inspections, ensure By-laws are being followed.
- Collect survey data.
- Set grades and elevations.
- Make lot grade permits and send to Red River Planning District.
- Prepare letters to applicants for failed inspections.

### **Equipment**

- Calibrate, update and maintain survey equipment.
- Operate survey equipment properly to ensure captured data is accurate and reliable for future reference and use.
- Keep RM work vehicle clean and tidy inside and washed on the outside.

### **General**

- File management of records and other

**Other related responsibilities as assigned by the Manager of Public Works**

## **Required Qualifications**

### **Education**

- Grade Twelve (12) Education or the equivalent
- Post-Secondary diploma in a related Civil Engineering Technology field

### **Experience**

- 2 years experience operating Survey equipment (GPS/Total Station) and collecting topographic survey data.
- 2 years experience using AutoCAD Civil 3D (survey data processing, creating 3d surfaces, alignments, and profiles)

### **Skills/Abilities**

- Valid Class 5 License
- Ability to work independently and in a team environment.
- Must have strong trouble shooting skills for survey equipment and other municipal technologies.
- Ability to work outdoors in diverse weather conditions.
- Ability to communicate proficiently, understand both oral and written instructions.
- Have strong Microsoft Office software skills.

### **Preferred Additional**

- Registered as a Certified Engineering Technologist
- GIS software experience

## **Responsibilities**

To fulfill and complete tasks as outlined in the engineering Aide 1 / 2 job description.

The incumbent shall be responsible for ensuring that their duties are carried out in an effective, efficient, and safe manner in relation to themselves, fellow employees and of the general public.

The incumbent shall be required to work on their own with minimal direction.

The incumbent will be expected to continue to update their knowledge and advise management of changes in current technology as a means of continually maintaining and upgrading his/her technological skills.

## **Comprehension and Judgement**

The incumbent must possess an understanding of work within the legislation of the Province of Manitoba and the policies of the Municipality. The incumbent will exercise a reasonable degree of independent judgment while carrying out the duties of the position. This position may include dealings with the public and should be addressed with a positive and courteous manner.

## **Working Conditions**

This is a Union position within the I.U.O.E Collective Agreement.

This position will work a 40-hour to maximum 45-hour week. In the case of construction projects or an emergency the incumbent may be required to work shift and/or overtime.

This position will require moderate to high physical efforts and ability including working in all weather conditions and in challenging terrains.

The position can involve a moderate level of stress due to the commitment necessary to perform at an acceptable level, collect accurate data and maintain accurate records.

\*All employees of the Rural Municipality are expected to follow provincial and municipal health and safety policy, procedures, and work practices at all times.

I have read the foregoing and understand it is a description of the duties assigned to my position.

Employee's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

I confirm that this is an accurate description of the responsibilities required of the position and that it forms the basis for the position classification level and the performance appraisal of the incumbent. The incumbent has received a copy of this position description.

Manager's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_