



Appendix A: Position Description

Job Title:	Structural Engineering Technologist	Reports To:	Project Manager/Principal
Company:	RIZZ Engineering Inc.	Location:	Head office
Division:	Structural	Last Revised:	July 24, 2015

Position Overview

The Structural Engineering Technologist will work with the Principal Structural Engineer and other building professionals to complete projects.

Primary Responsibilities

Structural Engineering Technologist

- Develop structural engineering drawings from preliminary concepts and sketches
- Prepare drawings with the use of BIM software and AutoCAD.
- Coordinate structural drawings with architectural, mechanical, electrical and civil drawings
- Review drawings of CAD staff for quality and correctness providing feedback
- Conduct on site reviews of construction and prepare reports of findings
- Perform other technical functions in support of engineering activities
- Proper management of project files, drawings, documents and project record keeping
- Developing project plans and goals; identifying resources needed
- Developing schedules and methods for measuring results
- Organizing and managing all phases of the project to ensure on-time and on-budget completion
- Assembling and coordinating project team members; assigning individual responsibilities
- Planning and overseeing the preparation and dissemination of project communications.
- Other duties as required

Qualifications:

- Completion of a structural engineering technology college program or a closely related discipline
- Licensed member of OACETT recommended
- 2-5 years of practical experience in construction or engineering companies
- Strong knowledge of Part 4 of the Ontario Building Code
- Strong knowledge of AutoCAD, Revit, and Tekla software recommended
- Strong communication skills