

**DEPARTMENT: MAINTENANCE**  
**POSITION: ARCHITECTURAL TECHNICIAN**

**DUTIES:**

Working under the direction of Maintenance Management:

- Create architectural drawings, civil plans and maps using AutoCad software to established in-house standards.
- Collect “as-built” information and update architectural and civil digital records as required to established in-house standards using a variety of data collection methods.
- Participate in the research, planning, design, estimating, scheduling and implementation of new projects.
- Maintain the digital and hard copy map and plan database and related photographs and documentation.
- Assist The Gardens staff as needed with accessing digital and hard copies of plans, maps and records.
- Other duties as required.

**QUALIFICATIONS & REQUIREMENTS:**

- Demonstrated ability to produce high quality digital drawings with a minimum of AutoCAD Level 1 certification from a recognized training authority.
- Working knowledge of construction methods and BC Codes, Regulations & Standards.
- Post-Secondary Diploma in a related technology (architectural, building, or civil) from a recognized program with a minimum of five years of Canadian “in the field” work experience, *OR* an equivalent combination of education and experience.
- Competency in reading construction drawings and specifications.
- Working knowledge of Microsoft Office Applications.
- Ability to work effectively in a team, and communicate effectively with internal and external contacts, particularly regarding technical issues.
- Ability to collect, organize, analyze data and prepare clear, well written spreadsheets, reports, and records using proven analytical and problem-solving skills.
- Knowledge of the fundamentals of project management, construction contracts, engineering software applications, mathematics, and typical engineering standards would be an asset.
- Experience with and/or knowledge of the use of survey, GPS, and data collection equipment would be an asset.
- Familiarity with and adherence to WHMIS and Worksafe BC Regulations.
- Valid BC driver’s license with clear abstract.
- Must be capable of physical work in all types of weather. (A physical assessment will be required).

This is a permanent full-time position with a 6-month probationary period. Shifts will be Monday to Friday 7:00am – 3:30pm. Occasional overtime, evening or weekend work may be required. We offer competitive wages, health benefits, matched RRSP benefits and flexibility for time off.

Please submit a cover letter and resume with copy of qualifications to the Human Resources Department through our website, or:

The Butchart Gardens, 800 Benvenuto Avenue, Brentwood Bay B.C. V8M 1J8

e-mail: [hr@butchartgardens.com](mailto:hr@butchartgardens.com)

We sincerely thank all those who apply, however, only those short-listed will be contacted.