



CAREER OPPORTUNITY

Project Engineer - Design & Construction

Regular Full-Time (\$54.69 - \$60.68/hour – 2023 Rates)

The District of Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

The District is on an exciting trajectory as we position ourselves as a leader in all aspects of municipal governance and service delivery. We've made significant advancements in asset management and municipal reporting, and our efforts are not going unnoticed; in addition to earning several provincial awards and recognition for improvements to our Financial Plan, Annual Report and Council Priorities Plan, Oak Bay's recently released *Sustainable Infrastructure Renewal Plan* has achieved a strong endorsement from Asset Management BC. A feature article in their Winter 2022 Newsletter called Oak Bay's asset management journey "a profile in courage", highlighting that "... the District of Oak Bay is leading by example with its interdepartmental approach to embedding a life-cycle lens, along with a sustainable service delivery culture, into a local government finance vision".

With the *Sustainable Infrastructure Renewal Plan*, long-term financial vision, and Council commitment in place, the District's focus is shifting to a rewarding new gear that involves a massive scaling up of capital works to deliver on the sustainable infrastructure renewal program. To accomplish this initiative, the Engineering & Public Works department is eager to recruit a Project Engineer - Design & Construction to join their team. If you recognize yourself as a problem-solving project manager with direct construction supervision experience, consider this opportunity as the next step in your career! Local knowledge of the District and experience administering infrastructure projects designed to the Master Municipal Construction Documents (MMCD) standard are both considered desirable.

Reporting to the Deputy Director of Engineering & Public Works, the Project Engineer - Design & Construction is responsible for the design and delivery of a wide range of complex municipal engineering projects involving the underground, surface and above ground infrastructure, and for supporting the development of comprehensive infrastructure master plans. This includes engagement with municipal and regional partners to advance common infrastructure management goals, representing the municipality in regional project partnerships, and pursuing alternate funding for special initiatives. A considerable amount of independent judgement is required within the bounds of approved budgets and departmental priorities. The Project Engineer - Design & Construction role combines supervisory and technical responsibilities, with field work required from time to time. This position is responsible for supervising the work of one or more engineering technologists.

Our ideal candidate has a Bachelor of Applied Science in Civil Engineering from an accredited university, six years of recent experience directly related to the core work of the position, and a minimum of one year of supervisory experience, including the review and certification of engineering work completed by subordinates. Additional requirements include licensing to practice professional engineering in British Columbia (i.e., a member in good standing of Engineers and Geoscientists BC) and a valid and subsisting British Columbia Driver's License with a personal vehicle suitable for use as and when required. Certification as a Project Management Professional (PMP) would be considered a valuable asset. This position is represented by CUPE Local 374.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, and the potential for flexible work arrangements. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

We want to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence by **4:30pm on September 27, 2023**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines, in more detail, the key accountabilities and required qualifications.

The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.

*We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted*

The Corporation of the District of Oak Bay

Job Description



Job Title:	PROJECT ENGINEER DESIGN & CONSTRUCTION	JEPE Number:	#1109
Department:	Engineering & Public Works	Pay Grade:	Agreed Exemption
Area:	Engineering	Position Status:	Regular – Full Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Deputy Director of Engineering & Public Works	Last Updated:	September 2022

Job Purpose:

Reporting to the Deputy Director of Engineering & Public Works, the Project Engineer - Design & Construction is responsible for the design and delivery of a wide range of complex municipal engineering projects involving the underground, surface and above ground infrastructure, and for supporting the development of comprehensive infrastructure master plans. This includes engagement with municipal and regional partners to advance common infrastructure management goals, representing the municipality in regional project partnerships, and pursuing alternate funding for special initiatives. The exercise of considerable independent judgement is required within the bounds of approved budgets and departmental priorities. The position combines supervisory and technical responsibilities; field work is required from time to time. The position is responsible for supervising the work of one or more engineering technologists.

Duties and Responsibilities:

- Oversees a team that prepares designs, plans and specifications, or performs contract administration for consulting engineering work to produce designs, plans and specifications, for water distribution, sewage collection and stormwater collection systems in roads and rights of way, primarily involving the replacement or rehabilitation of existing systems, as well as surface works (road reconstruction, sidewalks, parking facilities, bike infrastructure, streetlighting and signal poles, traffic islands and medians).
- Liaises with Infrastructure Analysis & Planning group in the development of long-term plans and priorities.
- Liaises with Public Works staff on technical issues, budgeting and scheduling.
- Liaises with suppliers of equipment for the purpose of developing capital cost estimates and coordinating work with municipal crews.
- Assists in the preparation and monitoring of Departmental budgets.
- Analyses and recommends capital programming for annual and 5-year capital plans and budgets.
- Prepares cost estimates for capital budget and long-term forecasting purposes for a wide range of municipal infrastructure projects.
- Makes recommendations on technical issues to senior management staff and policy-making bodies, including preparation and delivery of reports, presentations, and briefings.
- Meets and negotiates with property owners on engineering issues which may be non-routine from both technical and policy points of view.
- Acts as or designates within work group, project manager role for contracted infrastructure work.
- Develops and implements programming to meet legislated requirements.
- Ensures consistent application of municipal engineering standards, engineering department policies, practices, procedures, applicable bylaws and best practices.

- Recommends updates to engineering specifications, standards and guidelines to meet best practices or changes in requirements.
- Provides professional engineering support for Public Works Division activities.
- Attends intermunicipal meetings where required to provide technical advice or to represent the interests of the municipality.
- Establishes and maintains strong working relationship with employees, consulting professional engineers, external special interest groups, other government agencies, developers and the public as needed to complete work plan priorities and achieve goals.
- Oversees engineering survey work.
- Performs a wide variety of related duties in keeping with the mission of the Engineering & Public Works Department.

Required Knowledge, Abilities & Skills:

- Thorough knowledge of municipal infrastructure and traffic engineering design and construction principles and methods.
- Thorough understanding of capital project management, including the PMBOK framework or equivalent approaches.
- Thorough working knowledge of surveying principles and methods.
- Proficiency with modeling, design, drafting, GIS, SCADA and other specialized software used in infrastructure design, reporting, monitoring, forecasting and long-term planning.
- Proficiency with standard office applications such as MS Office Suite; working knowledge of IT network principles.
- Proficiency in accurately estimating quantities of materials, labour, equipment and contract services required for the development of capital project budgets.
- Strength in applying mathematical, engineering and analytical principles to complex engineering and technical problems.
- Strong aptitude for learning new procedures and making effective use of changing technology affecting the engineering field.
- Ability to work productively under deadlines.
- Ability to develop, evaluate, and administer procurement processes and contracts including basic knowledge of law relating to contracts and tendering.
- Ability to prepare clear written reports with recommendations supported by objective analysis.
- Ability to provide technical and motivational leadership to subordinate staff.
- Thorough working knowledge of municipal bylaws and regulations relating to engineering issues.
- Ability to deal with contractors, homeowners, municipal employees, utility companies and others with professionalism, courtesy, tact, while maintaining independence and objectivity in the application of regulations and bylaws.
- Ability to work cooperatively and productively with municipal employees inside and outside the Engineering & Public Works Department, and to provide timely and accurate engineering technical support when required.
- Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector
- Strong supervisory skills.

Qualifications:

- Bachelor of Applied Science in Civil Engineering from an accredited university augmented by six years' experience directly related to the core work of the position.
- At least one year supervisory experience, including in the review and certification of engineering work completed by subordinates.

Required Licenses, Certifications and Registrations

- Must be licensed to practice professional engineering in British Columbia (i.e. member in good standing of Engineers and Geoscientists BC).
- Possession of a valid British Columbia Class 5 driver's license and a personal vehicle that is suitable for use as and when required.
- Project Management Professional (PMP) certification would be considered a valued asset