

Employment Opportunity

Position Profile

Title: **Municipal Engineer – Temporary, Full-time**

Reports To: **Chief Administrative Officer / Director of Engineering & Public Works**

POSITION SUMMARY:

The **Municipal Engineer** is an exempt management position with a wide range of responsibilities including scoping, budgeting and managing the delivery of capital infrastructure projects, reviewing designs and development applications in coordination with the Planning Department, performing assessments and inspections, and preparing and delivering reports and presentations to Council.

This position will appeal to a driven professional who understands the complexities of local government and enjoys working in a collaborative, fast-paced environment where they can contribute to organizational strategy while delivering critical projects for the community.

AUTHORITIES:

The **Municipal Engineer** will take any reasonable action necessary to carry out the responsibilities assigned to them, provided such action demonstrates sound judgment, and does not deviate from prescribed municipal policies or bylaws, or approved municipal practices and procedures.

The **Municipal Engineer** is responsible for scoping, managing and budgeting capital infrastructure projects such as roads, storm water management, water supply and distribution, sewage collection and treatment, and land development.

ILLUSTRATIVE EXAMPLES OF WORK:

- Plan, coordinate and lead the execution of a wide variety of upgrades to, rehabilitation of, and new construction of municipal infrastructure projects including the management of budgets, timelines, and the performance of contractors.
- Works closely with Planning Department to review and establish compliance of residential, commercial, and industrial development plans and drawings, contract documents, cost estimates, and land use proposals with the appropriate bylaws, best management practices and operational practices.
- Perform field inspections on a variety of private land development and municipal work sites to monitor conformance with applicable standards and bylaws including dike assessment, reporting and remediation recommendations.
- Coordinate activities and generate solutions for the completion of projects requiring engineering expertise and advice.
- Prepare and maintain technical reports and records, inspection reports, photos and field books.
- Communicate with consultants, agencies, stakeholders and the public.

- Participate in the development and evaluation of policies, standards, bylaws and procedures, and planning and implementation of annual infrastructure replacement.
- Provide hands on management of planning and feasibility studies, and perform design review of civil works for water supply systems, sanitary sewers, stormwater systems and transportation infrastructure
- Present to Council on capital planning, municipal infrastructure, and policies, standards, bylaws and procedures.

The ***Municipal Engineer*** will:

1. Oversee the delivery of the municipal capital program.
2. Approve expenditures of funds, up to established limits as approved in accordance with the City resolutions and policy directives.
3. Manage consultants and contractors delivering major capital projects and planning initiatives.
4. Oversee and manage the human resources function for the Engineering team including recruitment, selection, training, performance management, conflict resolution, discipline, and termination of employees within City guidelines and consultation with their director and/or the Chief Administrative Officer.
5. Provides leadership to inspire and motivate employees to attain high performance.
6. Ensure that work performed meets a high standard of quality, efficiency and customer service, and is performed in compliance with Worker's Compensation Act and OHS Regulations and appropriate risk management practices.
7. Recommend, develop, and implement policy and procedures to govern and support effective administration and operations for the City.

Core Competencies

- **Communication** – expresses and transmits information verbally and written with consistency and clarity
- **Collaboration** – works collaboratively and effectively with others to reach common goals and foster a positive team environment
- **Customer Orientation** – Maintains a customer-centric orientation in developing processes, tools, and policy to support improved citizen and business experience in dealing with the municipality
- **Detail/Quality Orientation** – attends to details and pursues quality in completing tasks
- **Time Management** – balances a myriad of tasks and priorities
- **Accountability and Dependability** – takes ownership of personal workload and meets deadlines
- **Ethics and Integrity** – maintains confidentiality and a high degree of ethics and integrity in all aspects of position
- **Conflict & Crises Management** – negotiates with service providers and helps manage organizational resources to support responses to unforeseen circumstances
- **Continuous Improvement** – strives to improve job responsibilities through developing skills and increasing knowledge
- **Ownership** – takes pride in work accomplishments, ensures deadlines are met and work completed properly

REQUIREMENTS AND QUALIFICATIONS

- Undergraduate Degree in Civil Engineering from an accredited university.
- Professional Engineer designation or eligibility for registration in Engineers and Geoscientists of British Columbia.
- Minimum 3 years of experience with related experience in project management, design and construction.
- Experience in customer service, client/consultant management and technical report writing.
- Familiarity with municipal and provincial design standards in British Columbia and other Canadian provinces.

- Valid B. C. Driver's License.

Specific Accountabilities:

These key duties are general descriptions of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.