

## ROLE SUMMARY

Reports to the Manager of Infrastructure Design & Construction, the Engineering Projects Manager is responsible for leading a team of unionized technicians in the design and delivery of the infrastructure priorities assigned from the annual 5-year capital budget, from preliminary design to final project close out. Acts as Engineer of Record for designs prepared under their direct supervision and provides quality control of the team's engineering work under the District's Permit to Practice requirements. Works in the departmental Project Management Framework of tools and is responsible for assigned project budgets.

Working relationships with project stakeholders are critical to the success of the portfolio of work. As a technical professional engineer, sound negotiator and strong communicator, the Manager builds strong partnerships and works collaboratively to deliver shared goals and priorities. This position will also play an integral role in sourcing and applying for grant opportunities to further expand the District's ability to implement asset replacement or new infrastructure priorities.

## QUALIFICATIONS

- Bachelor of Applied Science in Civil Engineering or related field.
- Membership as a Professional Engineer (P.Eng.) with Engineers and Geoscientists of British Columbia (EGBC)
- Project Management Professional certification preferred, or at least minimum proficiency to pursue certification.
- Six (6) years of progressive experience in a related position with a focus on capital project management, design and construction of civil/municipal infrastructure in the Division discipline.
- An equivalent combination of education and experience may be considered
- Professional knowledge and diverse experience in the principles, methods and techniques applicable to civil/municipal infrastructure design and construction, specifically in retrofit environments.
- Demonstrated ability to successfully lead teams in the delivery of multiple projects simultaneously ensuring strong partnerships with internal and external stakeholders.
- Demonstrated ability in applying engineering best practices in the review of reports and plans prepared by Professional Engineers to ensure project outcomes achieved.
- Demonstrated leadership and project management skills.
- Demonstrated ability to prepare, execute and administer contracts for professional services and construction, including sound knowledge of contract law.
- Excellent communication skills to effectively communicate to both technical and non-technical audiences - ability to make clear, concise and well-organized oral arguments, written communications and presentations.
- Demonstrated ability in project budgeting and accounting, specifically within the public sector environment.

- Knowledge of and the ability to interpret and apply relevant legislation, bylaws, rules, regulations, policies and procedures applicable to municipal infrastructure.
- Ability to develop, evaluate, and manage procurement processes within the requirements of a local government setting.
- Demonstrated ability to supervise, coach and guide employees, including in a unionized environment.
- Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, PowerPoint and Publisher.
- Master Municipal Construction Documents Contract Administrator certification would be considered a valued asset.
- Knowledge of asset management principles and practices would be considered a valued asset.

## **MAJOR ACCOUNTABILITIES**

### **Advice & Support**

- Serves as a key member of the Department's Management Team formulating and driving initiatives to realize key goals and objectives.
- Acts as Subject Matter Expert in their field for Department and other Corporate teams. Provides sound technical advice upon which they can rely.
- Interprets relevant policy and regulation relating to area of engineering work and directs work accordingly.
- Makes recommendations to assist with implementation of the District's strategic objectives.
- Prepares engineering reports in response to Corporate issues or initiatives.
- Prepares relevant Council correspondence including staff reports and presentations.
- Presents, or supports Department presentations, to Council or Committees of Council.
- Prepares correspondence and presents information to Community Associations and other stakeholders.
- Keeps the Manager of Infrastructure Design and Construction apprised of operational developments that relate to the interests of the District.
- Builds relationships and ensures collaboration with other sections, divisions; departments and external agencies.

### **Leadership of Staff**

- Provides operational and professional leadership within work group.
- Establishes work plans and sets priorities for own team relevant to Division, Department, and Corporate objectives.
- Ensures Corporate policies and standards are consistently applied and adhered to by the Section staff.

- Leads by example in terms of establishing annual personal performance objectives to be achieved by the section.
- Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.
- Evaluates the work of subordinate staff, guides them and identifies needs for development.
- Ensures engineering work of team is performed in accordance with Department Permit to Practice and Professional Practice Manual requirements, including technical requirements and records retention/ document management.
- Leads recruitment, orientation and training of new staff in accordance with District policies.
- Recommends amendments to Section activities or procedures and implements changes as accepted by Manager.
- Oversees assigned budget preparation and administration; monitors and ensures the control and accountability for expenditures within purchasing authority and policy requirements.
- Oversees the implementation of the District's health and safety program within the Section in accordance with the organization's strategic goals and legal requirements.

### **Division Operations**

- Plans, manages, and maintains team resources and assigned budgets to ensure strategies, objectives and priorities are met.
- Develops tools, systems, and strategies to facilitate coordination of capital projects in own team and across department.
- Implements projects through all phases (scope, initiation, planning, execution, performance/monitoring, and project close).
- Prepares technical documents, reports and plans and certifies such as professional engineer of record.
- Conducts technical review of engineering work products generated in own team to ensure requirement of professional practice.
- Provides project oversight and project management, ensuring projects are completed on time and within budget.
- Prepares and reviews contract specifications, detailed cost estimates, requests for proposal, and tender documents.
- Receives, evaluates and recommends acceptance or rejection of all final deliverables.
- Provides contract oversight and administration including overseeing, directing, liaising and negotiating with contractor and/or consultants.
- Prepares written technical engineering submissions that can be understood by internal/external stakeholders.
- Works with external utilities (BC Hydro, Fortis, etc.) and adjacent municipalities to resolve overlapping areas of potential conflict.
- Ensures legal agreements are in place for activities and works on private property.

- Enhances Project Management framework tools to build transparency and efficiency into project delivery and shares ideas as a key member of the Project Management Community of Practice.
- Ensures consistent application of municipal engineering standards, engineering department policies, practices, procedures, applicable bylaws, and best practices; including the Project Management Framework of tools and IAP2 framework for public participation.
- Provides professional engineering support for Public Works Division capital crews in the implementation of designs and emergent construction work.
- Liaises with internal and external stakeholders as required to ensure coordination of work or as technical specialist.