



JOB TITLE: Manager of Engineering and Facilities
PAYGRADE: EXEMPT
REPORTS TO: Director of Engineering and Operations

NATURE AND SCOPE OF WORK

This exempt full-time position performs a variety of managerial, supervisory and administrative duties related to Municipal Engineering. Without limiting the generality of the following, this position is responsible for the research, design, review and execution of development and capital projects related to municipal engineering services, including water, waste water, storm drainage, transportation, environmental protection, transit, flood protection, solid waste, fleet and facilities. The Manager supervises a small group of professionals, technicians and support staff. The work includes considerable contact with Council, the public, other professionals in the industry and external agencies.

An employee at this level exercises considerable independent initiative, judgment and action within established guidelines and policies and sound professional and administrative practices. The work is reviewed in terms of accomplishment of desired results.

Responsibilities may also include consultation, direction or response to emergency conditions during non-business hours.

KEY RESPONSIBILITY AREAS

Coordinates, researches, develops, prepares plans, schedules and oversees the design and installation of all municipal works and services.

Prepares and manages the annual and long term Capital plans, grants and operational budgets including the consultation and notification of the public prior to proceeding with major capital works as required.

Oversight of municipal buildings/facilities and associated repairs and maintenance, including but not limited to, recreation centres, heritage buildings, fire hall, city hall, outdoor swimming pool and various washrooms, concessions and other small buildings.

Oversees asset management related to municipal buildings and facilities, including developing, operating, maintaining, upgrading, and disposing of assets in the most cost-effective manner.

Oversight of Procurement and Contract Administration related to Engineering or Facility projects.

Establishes project goals and objectives, hiring consultants to develop preliminary and feasibility plans, oversees detailed design and tender packages, and monitors

construction activities to ensure capital projects satisfy all goals and objectives including on-schedule and within budget expectations.

Prepares technical reports for staff and Council and makes presentations to Council as required.

Prepares terms of reference for engineering studies and designs, calls for proposals, evaluates and awards assignments in accordance with the city's Purchasing Policy.

Manages engineering and facility assignments including the transfer of responsibility for completed capital works to the Operations Department and ensures work is completed to City's standards, within budget limitations and on schedule.

Participates on various committees and task forces to represent the City's interest and to gather input into engineering and infrastructure works. Staff liaison to committees of Council as assigned.

Oversees development engineering plan reviews and liaises with Building, Planning and Operations departments regarding upcoming projects.

Recommends the development, establishment and maintenance of policies and operating procedures related to his/her section of the department. Recommends improvements to the City's standards, by-laws, policies and procedures and ensures that the Engineering and Facility Department's areas of responsibility are conducted and carried out within Council's vision for the community.

Has input into and ensures compliance with safe work procedures for all work related to day-to-day functions of the facilities division in accordance with WorkSafeBC Act and Regulations. Ensures employees are aware of and follow safety standards. May participate on the Joint Health and Safety Committee as an employer representative, conduct safety inspections and participate in investigations.

Provides the Director of Engineering and Operations, the CAO and Council with professional advice, including analysis of issues, options available, advantages and disadvantages and policy issues associated with alternative Council actions. Ensures that Council decisions affecting engineering are carried out in a timely and efficient manner and that Council is informed of actions taken and issues that may come before Council.

Plans, assigns, supervises (including hiring and disciplining, where required) and checks the work of subordinate staff engaged in providing services to the departments. May be asked to participate in labour relations matters including acting as a member of the bargaining committee.

Ensures that quality assurance processes are in place including probationary evaluations, performance development reviews, etc.

Provides guidance, coaching, and recognition necessary to motivate departmental staff to work at their highest levels of performance.

Promotes and maintains a strong focus on customer service.

Promotes a culture of collaboration, customer focus, and quality of product and services.

Contributes to the corporate health of the City by serving on a variety of internal committees and project teams.

May be called upon to serve as a senior member of the City's Emergency Operations Centre and in so doing discharge the duties and responsibilities in an effective manner.

Responds in a timely manner to a wide variety of inquiries and complaints from members of the public, developers and others.

Undertakes or contracts for studies and community surveys and directs the work of consultants hired on a contract basis for special projects.

May act for the Director of Engineering and Operations in their absence.

Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the legislation, principles, practices, methods, techniques, safe work practices and guidelines in British Columbia related to engineering as applied to the design, construction and maintenance of local government projects and services.

Ability to plan, coordinate and supervise the work of a small group of technical and support staff.

Ability to exercise sound judgment and represent the department and the City in meeting and dealing with Boards, Committees and Contractors on engineering matters and projects.

Ability to prepare professional and technical reports and studies, analyze and evaluate data for complex problem solutions, and clearly present to a variety of audiences.

Ability to establish and maintain computerized databases and files and to review and analyze the information contained therein using standard database, spreadsheet, word processing and other specialized software packages.

Ability to perform research activities, prepare and maintain records, prepare and present technical reports, correspondence and related material.

Ability to establish and maintain effective working relations with staff, department heads, elected and appointed officials, the general public and representatives of professional, public and community groups.

Ability to understand, interpret, summarize and communicate information in both verbal and oral report format.

Ability to analyze and develop logical and systematic courses of action.

Ability to manage large workloads, set priorities and multitask effectively, while maintaining exceptional attention to detail.

Ability to work calmly under pressure, without supervision.

Proficiency in a computerized environment.

REQUIRED TRAINING AND EXPERIENCE

University graduation in Engineering (Civil or Mechanical preferred).

Registration as (or eligible for registration as) a Professional Engineer in the province of British Columbia.

PMP (Project Management Professional) Certification would be considered an asset.

Broad related experience including five years progressive supervisory responsibility working for a local government or engineering firm with a project management focus.

A combination of significant experience and related education that allows the performance of the duties at a level to that of a Professional Engineer.

Driver's Licence valid in the Province of British Columbia