

EXEMPT JOB DESCRIPTION – PROJECT ENGINEER



JOB TITLE: Project Engineer
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.

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 and facilities, including but not limited to, recreation centres, heritage buildings, fire hall, city hall, outdoor swimming pool and various washrooms, concessions and other small buildings.

Oversight of Procurement and Contract Administration.

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.

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Manages engineering 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.

Oversees development engineering plan review and liaises with Operations 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 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 Representation, 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 department. May be asked to participate in labour relations matters including acting as a member of the bargaining committee.

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.

Staff liaison to committees of Council as assigned.

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

Performs related work as required.

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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 planning and/or administrative reports and studies, and analyze and evaluate data for complex problem solutions.

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 work calmly under pressure, without supervision.

Proficiency in a computerized environment.

REQUIRED TRAINING AND EXPERIENCE

University graduation in Engineering (Civil or Mechanical preferred)

Broad related experience including 3 to 5 years progressive supervisory responsibility working for a local government or engineering firm with a project management focus.

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

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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

Approved:

Chief Administrative Officer

Date

January 2018