



JOB DESCRIPTION

Position Title

Engineering Manager

Position #

TBD

Standard Hours

37.5 hours per week

Position Type

Exempt, management

NOC Code

0211

Immediate Supervisor

Chief Administrative Officer

Position #

TBD

Department

Engineering

Location

TBD

Job Purpose

This position exists to support the District of Hope by planning, organizing, directing, controlling, and evaluating the day-to-day activities of the Engineering section. Working closely with the Community Development and Operations Departments, while under the direct supervision of the Chief Administrative Officer, the Engineering Manager works with a high degree of autonomy and provides direct supervision to engineering staff which includes planning and scheduling work, monitoring, and providing day-to-day guidance.

Job Duties and Tasks

Employee Leadership, Supervision and Direction

- Oversee, guide, motivate, and mentor engineering staff through effective recruitment and selection, employee engagement, performance management, and employee training and development; and
- Assign work to maximize efficiency while complying with WorkSafeBC.

Administrative

- Respond to internal and external stakeholders through a variety of mediums including email, phone, and in-person;
- Meeting attendance, including Council meetings, as required; and
- Prepare correspondence including but not limited to:
 - Completion and final acceptance certificates;

- Reports, technical and non-technical;
- Grant applications;
- Departmental work plans;
- Contracts;
- Quotes; and
- Department policies and procedures.

Financial

- Manage the engineering department budget;
- Review and sign off on department timesheets; and
- Assist in the preparation of construction project budgets.

Operational

- Prioritize projects and workload of self and engineering department staff;
- Collaborate with the Community Development, Operations, and other departments;
- Prepare and maintain short and long-term master plans for municipal infrastructure;
- Prepare, revise, and update regulatory bylaws;
- Coordinate right-of-way acquisition;
- Coordinate RFP/RFQ/RFT's for the department including the creation of procurement documents, collection of submissions, and selection and supervision of contractors;
- Coordinate the design and construction of municipal capital works projects;
- Coordinate and administer servicing agreements;
- Control, monitor, and inspect District projects to ensure standards and contract compliance;
- Prepare and update Municipal Engineering standards for the District;
- Provide technical assistance to developers, land owners, and the general public on engineering items; and
- Coordinating and administering the Tree Bylaw and permits.

Safety

- Ensure safety and risk management policies, procedures, legislation and regulations are adhered to by all employees and contractors;
- Act as a positive role model by following all internal policies and procedures, as well as complying with external legislation and regulations as they pertain to safety; and
- Administer the District of Hope's safety program by:
 - Ensuring safety training and documentation are completed in accordance with the program; and
 - Incidents are reported and investigated in accordance with the program.

Other

- Acting for, and appointed as, the Deputy Approving Officer;
- All other duties, as assigned.

Working Conditions

Physical

- Works in all weather conditions and temperatures including extreme cold and extreme heat;
- May be required to lift in excess of 50 pounds (lbs);
- Periods of prolonged sitting;
- Periods of prolonged standing; and
- Periods of prolonged walking.

Psychological

- Periods of potential high pressure and stress;
- Dealing with confrontation and differing views; and
- Direct interaction with the public.

Qualifications

Education

- Completion of grade 12 or equivalent;
- Completion of post-secondary education in construction, civil engineering, or another related program; and
- Training or education in administrative management, project management, or leadership, an asset.

Licenses and Certifications

- Registered P. Eng.;
- Possession of a valid class 5 driver's license; and
- An acceptable driver's abstract.

Experience

- 10 years' progressive experience in engineering;
- Experience working in a municipality, preferred;
- Experience supervising, an asset;
- Comprehensive experience with project management;
- Substantial experience with the preparation of cost estimates, tender documents, and RFP/RFQ/RFT's; and
- Experience supervising in a unionized environment, an asset.

Knowledge

- Of the Local Government Act;
- Of the Community Charter;
- Of federal, provincial, and other relevant legislation;
- Of engineering policies, standards, and best practices;
- Of various engineering software, including AutoCAD; and
- Of safe work practices and procedures including the Occupational Health & Safety regulation as it relates to the workplace, the department, and to the position.

Skills

- Exceptional leadership and supervisory skills;
- Effective written and oral communication;
- Using sound judgement and problem solving while under time constraints; and
- Using Microsoft Office suite of products including Outlook, Word, and Excel.

Abilities

- Ability to create and develop systems and programs that support the effectiveness and efficiency of the District's Engineering section;
- Ability to work collaboratively with colleagues, developers, and third-party consultants;
- Ability to prioritize and re-prioritize effectively;
- Ability to work with minimal supervision;
- Ability to build and maintain positive working relationships with internal and external stakeholders; and
- Ability to manage situations with a high degree of tact, discretion, and confidentiality.

Training Requirements

Required

- Workplace Violence Prevention;
- Leadership Accountability Program.

Preferred

- Supervisors Safety Certificate;
- Certificate in Local Government Administration.

Please note: Training may be conducted through external or internal means.

Job Description Qualification Statement

I have read this job description and can attest that I agree that I am capable and competent to undertake the duties and responsibilities as outlined above. I understand this position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This position description is intended to convey information essential to understanding the scope, the general nature and level of work expected to be performed.

Employee Name	Signature	Date
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This job description is an accurate statement of the positions assigned duties, responsibilities, and reporting relationships.

Supervisor Name	Signature	Date
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This job is in the appropriate format and contains sufficient data for the evaluation of the employee's performance as per the District of Hope's performance management plan.

Manager of HR & OHS	Signature	Date
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This job description is an accurate statement of the positions assigned duties, responsibilities, and reporting relationships, is in the appropriate format and contains sufficient data for the evaluation of the employee's performance as per the District of Hope's performance management plan.

CAO	Signature	Date
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