



Engineering Manager

Department: Engineering

Close Date: June 10, 2021

Schedule: 37.5 hours/week, 8:00 a.m. – 4:30 p.m., Monday – Friday, with some overtime, as required

Position Type: Exempt, management

Posting Type: Internal and external applications are welcome

Compensation: Competitive compensation with a comprehensive benefits package

Competition Number: HR-2021-08

Situated in a majestic mountain setting at the east end of the lush Fraser Valley, Hope offers all the amenities of a large centre, while at the same time preserving the life style of a small community. Hope boasts an abundance of outdoor recreation opportunities; scenic trails for all levels of hikers and bikers; pristine lakes, streams and creeks for fishers and water sport enthusiasts. Some of our amenities include a modern recreation complex, a curling rink, baseball diamonds, skateboard park, golf & country club, a hospital, an extended care facility, a public health centre, drug stores, medical clinics, chiropractic care, optician, and more.

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 one Engineering Technologist which includes planning and scheduling work, monitoring, and providing day-to-day guidance.

Responsibilities include; but are not limited to:

- Oversee, guide, motivate, and mentor engineering staff;
- Respond to internal and external stakeholders;
- Meeting attendance, including evening Council meetings, as required;
- Manage the engineering department budget;
- Assist in the preparation of construction project budgets;
- 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;
- 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;
- Coordinating and administering the Tree Bylaw and permits;
- 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;
- Administer the District of Hope's safety program by ensuring safety training and documentation are completed and incidents are reported and investigated in accordance with the program;
- Acting for, and appointed as, the Deputy Approving Officer; and
- All other duties, as assigned.

Qualifications include; but are not limited to:

- Completion of grade 12 or equivalent;
- Completion of post-secondary education in construction, civil engineering, or another related program;
- Training or education in administrative management, project management, or leadership, an asset;
- Registered P. Eng.;
- Possession of a valid class 5 driver's license;
- An acceptable driver's abstract;
- 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;
- Experience supervising in a unionized environment, an asset;
- 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;
- Of safe work practices and procedures including the Occupational Health & Safety regulation as it relates to the workplace, the department, and to the position;
- Exceptional leadership and supervisory skills;
- Effective written and oral communication;
- Using sound judgement and problem solving while under time constraints;
- Using Microsoft Office suite of products including Outlook, Word, and Excel;
- 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.

As the **criteria above will be used for screening applications, highlighting** how you meet the **qualifications** and **responsibilities** in your **cover letter** and **resume** is **important**. Please send your application to the attention of Mrs. Dagny Guy, Manager of Human Resources & Occupational Health & Safety, via email at dguy@hope.ca