

JOB DESCRIPTION



Manager of Engineering

Position Title:	Manager of Engineering
Department:	Operational Services
Supervisor:	Director of Operational Services

POSITION FUNCTION

Under the general direction of the Director of Operational Services, the Manager of Engineering leads municipal infrastructure projects and provides strategic technical oversight related to water, sewer, stormwater, roads, buildings, parks and related infrastructure, and works collaboratively within the organization on the development, review and implementation of practices and procedures to ensure both the effective and efficient operation of the Department. In the absence of the Director of Operational Services, may perform the duties and functions of the Director as required.

KEY DUTIES

Project and Capital Works Management

- Under the direction of the Director of Operational Services, plans, coordinates and manages the design and delivery of municipal capital projects including water, sewer, stormwater, roads, buildings, parks and related infrastructure.
- Leads all stages of project delivery including feasibility studies, cost estimation, procurement, construction, inspection and project close-out.
- Ensure that projects are delivered on time, within scope and budget, and in compliance with all regulatory requirements and municipal standards

Technical and Engineering Services

- Review and approve engineering plans, specifications, and technical reports prepared by consultants and developers for municipal infrastructure projects.
- Provide engineering input and recommendations to other departments regarding land use planning, development applications, and servicing agreements.
- Coordinate surveying, GIS, mapping, and asset management initiatives in alignment with departmental objectives and long-term infrastructure planning.

Development and Subdivision Review

- Manage technical aspects of development and subdivision servicing reviews to ensure conformance with the Town's bylaws, servicing standards, and provincial regulations.
- Collaborate with Planning and Development Services to assess and approve servicing designs and coordinate infrastructure inspections.

Contract and Financial Oversight

- Administer construction and engineering service contracts, including preparation of Requests for Proposals (RFPs), bid evaluations, contract awards, and performance monitoring.
- Prepare detailed capital project budgets and cost estimates for review by the Director; monitor expenditures and maintain accurate financial records.

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- Apply for and manage grant funding opportunities from provincial and federal agencies for infrastructure projects.

Strategic Planning and Policy Development

- Contribute to the development and update of infrastructure master plans, capital improvement plans, and engineering policies and procedures.
- Participate in long-term strategic planning for municipal growth and asset renewal, ensuring infrastructure capacity and resilience.

Staff and Consultant Management

- Supervise and mentor technical staff, engineering consultants, and contractors working on Town projects.
- Provide clear direction, set performance expectations, and promote a culture of safety, accountability, and continuous improvement.

Stakeholder and Public Engagement

- Serve as a liaison with residents, developers, government agencies, and community stakeholders regarding engineering and public works projects.
- Prepare and deliver reports, presentations, and updates to Council, committees, and the public as required.
- Responds to inquiries and investigates complaints in an appropriate and timely manner.

Other Duties

- Ensures the safety and security of staff, public, facilities and equipment by managing the implementation and maintenance of appropriate workplace safety and general risk management programs, policies and procedures; reports unsafe and/or insecure situations in accordance with regulations and Town standards; directs the implementation of emergency procedures as appropriate.
- Undertakes other assigned duties as required.

INDEPENDENCE

- Work is performed or as assigned by the Director or designee and may be reviewed upon completion.
- Will be required to work with minimal supervision.
- Will be required to work in a team setting.

WORKING CONDITIONS

Physical Effort

- Occasionally lift heavy objects, work in awkward positions and confined spaces, frequently stand and walk throughout the day and work in inclement weather and extreme temperatures.

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Work Environment

- Frequent office, desk and computer work
- Works out of the operational services yard
- Work outside in all weather conditions
- Mainly work Monday to Friday with some evening and weekend work as required
- Use of Microsoft Office, GIS, Work Order programs and SCADA systems

KEY SKILLS AND ABILITIES

- Thorough knowledge of methods, practices, materials, tools and equipment related to the maintenance and construction of public works infrastructure
- Some knowledge of the Worker's Compensation Act and OHS Regulations and other applicable legislation
- Considerable knowledge and background in project management and contract administration
- Strong interpersonal, communication, presentation, problem solving, decision making, leadership and general management skills
- Strong computer skills relating to Microsoft Office Suite, AutoCAD, GIS, SCADA etc.
- Ability to lead, coach, and motivate staff in a team environment
- Ability to establish and maintain effective working relationships with representatives of government agencies, community and business groups, contractors, the general public and District staff.
- Ability to organize and prioritize work to meet deadlines.

QUALIFICATIONS

Education, Training, and Occupation Certification

- Bachelor's degree in civil engineering, Diploma in Civil Engineering Technology or related discipline from a recognized education institution (or equivalent combination of education and experience) would be considered an asset.
- Registered Professional Engineer (P.Eng.) or Engineering Licensee (Eng.L.) with Engineers and Geoscientists British Columbia, or registered Applied Science Technologist (AScT), or eligibility for registration.
- Project management training from a recognized educational institution would be considered an asset.
- Valid BC Class 5 Driver's License.

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Experience

- Minimum 5-7 years' experience in municipal infrastructure, project management and occupational health and safety including management of a unionized work force.
- Minimum 2 years' experience in management of technical staff in a unionized environment.

COMPENSATION

This position is compensated at the M1-b tier of the Exempt Staff Compensation Policy salary grid.

OTHER

- May be requested to obtain additional certifications and/or training related to current job classification. For Example:
 - Emergency Management and/or Incident Command
 - Safety related training