

ESQUIMALT POSITION DESCRIPTION

EFFECTIVE DATE: SEPT 2010

Pos. No: 138

Amended: February 6, 2019

Position Title:	Engineering Manager
Department/Division/Section:	Engineering & Public Works /Engineering

POSITION FUNCTION

Reporting to the Director of Engineering & Public Works, the Engineering Manager is responsible for providing leadership in the delivery of Engineering services including the management of municipal infrastructure projects, reviewing and approving development, and managing the daily work priorities of the Engineering team.

KEY DUTIES

Strategically plans, organizes, leads, and supervises the work of the Engineering division of the Engineering & Public Works Department, including the preparation and implementation of the Engineering annual work plan.

Utilizes project management best practices in the planning, design, construction, and maintenance of municipal engineering projects.

Ensures that work plans incorporate the goals set out by the municipality, with consideration of Council's Strategic Plan, the 5 Year Financial Plan including capital expenses, Engineering & Public Works asset management plans, the Official Community Plan, and input gathered from residents, businesses, and community groups.

Ensures that work is carried out by staff in a manner consistent with corporate safety policies and WorkSafeBC Occupational Health and Safety legislation, regulation, and guidelines.

Staff Development & Performance:

Oversees the performance and development of staff, which includes:

- The effective recruitment, supervision, and support of the Engineering Technologists;
- Planning and supporting staff training & development initiatives; conducting regular staff meetings; coaching and conducting annual employee performance evaluations;
- Administering corrective discipline as required; addressing and/or resolving employee relations issues (including effective grievance handling/resolution to Step 1 of the grievance procedure);
- Overseeing and/or initiating job position evaluation reviews for unionized positions within the division; and
- Supporting & participating in the strategic development of corporate HR initiatives that serve to support and develop Engineering staff.

Projects:

Responsible for leading, planning, and administering a wide range of corporate infrastructure and facility service projects including:

- Reviewing and overseeing project development and design work;
- Managing tender and contract administration;
- Developing project plans to include business plan analysis of proposals and initiatives;
- Liaising with staff and contractors on construction projects; preparing and administering project funding proposals; liaising and communicating with project and community partners; and

- Leads, initiates, manages, and implements creative and innovative program or process changes ensuring buy-in from staff and other stakeholders.

Budget & Financial:

Manages all aspects of the Engineering service budget, including: preparation of the annual budget; development of supplemental and capital budget proposals in conjunction with the Director; financial administration of project budgets; and management of the annual budget through expenditures and revenues.

Asset Management:

Manages and coordinates asset management activities, in conjunction with the Public Works Manager and the Director. Includes the assessment, evaluation, and prioritization of asset work plans based on their associated performance, risks, and expenditures over their lifecycle.

Administration:

Oversees and ensures the efficient and strategic operation of administrative processes for the Engineering division. Examples include approving weekly payroll forms, co-ordinating risk management initiatives, and overseeing project service contracts and agreements.

Assist the Engineering & Public Works Director in developing, implementing, and evaluating corporate and departmental policies and procedures.

Works with the Manager of Public Works to develop and maintain effective procedures and communications for common activities and projects.

Internal & External Communication:

Liaise, support, seek information from, and communicate with municipal staff and community groups and agencies.

Liaise with regional, provincial, and federal agencies regarding relevant regulatory issues.

Cultivate project-based partnerships with community partners and organizations to foster effective working relationships and networks.

Create engineering public notifications (e.g., public notices, notifications in Esquimalt Current newsletter and on website).

Organize and attend open houses for Engineering projects.

In conjunction with Director, prepare department staff reports outlining recommendations to Council.

Customer Service:

Provide excellent customer service that includes: regular interactions with service area customers, customer meetings, responding to individual customer inquiries, problem solving regarding customer concerns, and the development of customer service plans and initiatives that support corporate objectives and values.

Other:

Perform related duties as assigned.

May be required to act in higher positions (i.e., Director of Engineering & Public Works).

INDEPENDENCE

Reports to the Director of Engineering & Public Works and is a key member of the corporate Management Team.

The Manager works directly with their staff, departmental directors, managers, union representatives, and staff in other departments and/or agencies.

Work is generated by Council, the Director of Engineering & Public Works, policy requirements, external stakeholders, and on the Manager's own initiative.

Work is reviewed through reports and discussions with the Director. Issues such as major expenditures, the discipline of employees, and deviations from established policies and procedures are discussed with the Director.

WORKING CONDITIONS

Physical Effort:

Normal.

Mental Effort:

Meet multiple requests for service (continuous).

Meet multiple deadlines (continuous).

Visual/Auditory Effort:

Focus on plans and printed documents for short periods (often).

Listen and respond to public complaints (often).

Work Environment:

Office.

Visits to outside sites (frequent).

May be required to work extended or irregular hours (occasional).

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's four core values into all program activities:

Accountability – we acknowledge and take responsibility for our actions, decisions, and policies.
Integrity – we practice high standards of ethical behaviour and open communication that inspire trust.

Respect – we foster an environment of fairness where people are valued and treated with dignity.
Service – we strive to meet community needs and achieve high-quality results through teamwork, innovation, and creativity.

- Knowledge of infrastructure systems, project management, and the principles and practices involved in the administration and development of engineering services.
- Excellent verbal, written, and presentation skills including demonstrated experience in writing, evaluating, and presenting technical service reports and business cases.
- Excellent analytical, organizational, problem solving, and decision making skills to effectively handle a variety of competing tasks and priorities with a commitment to excellent service delivery.
- Excellent work and strategic planning skills including the ability to lead and facilitate large staff and user/community groups.
- Proven experience in providing supervision, leadership and direction to unionized staff, including the ability to motivate and train staff, conduct performance reviews, and apply corrective discipline in a unionized environment.
- Demonstrated interpersonal skills to promote a supportive, respectful, and safe work environment.
- Thorough knowledge and understanding of the application of management principles, administration, financial and budgetary process, and information technology systems.
- Excellent customer service skills including ability to establish and maintain effective working relationships with community organizations and peers.
- Sound knowledge of safe work practices, corporate safety policies, and WorkSafeBC legislation, regulation, and guidelines.
- High level of proficiency with Township computer software programs and applications, i.e.,

MS Office Suite, AutoCAD, and Project.

- Possess considerable knowledge of the *Local Government Act, Land Titles Act, Community Charter*, the Official Community Plan and other policy and legislation applicable to local government.
- Extensive knowledge and background in contract administration, including experience with public procurement processes.

QUALIFICATIONS:

Formal Education, Training, and Occupational/Professional Certification

University degree in engineering with P. Eng designation or an equivalent combination of experience and education.

Current and valid Class 5 B.C. driver's license.

Experience: 5 years of related management and supervisory experience.

OTHER

Length of time to become familiar with job duties and responsibilities: 1 year.

May be requested to substitute in a more senior position.

May be required to provide criminal record clearance(s) related to the position.