



Town of Whitby Employment Opportunity

Project Engineer (Capital Projects)

Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Located on the shores of Lake Ontario, Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with two marinas, year round sports and recreation activities, parks, trails, beaches and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day. With a population projected to grow to 200,000 people within the next 15 years, Whitby has an exciting and aspiring future.

Reporting to the Manager of Engineering and Infrastructure Services, the Project Engineer will be responsible for:

- supervising and participating on a variety of engineering reports and designs;
- overseeing in-house capital projects and assignments and external consulting engineering work in the implementation of capital construction projects;
- undertaking Environmental Assessments;
- Co-ordinating and Liaising with other agencies (Region of Durham, MTO, etc) for engineering assignments
- coordinating the tender process for construction contracts and Request for Proposals for engineering assignments;
- monitoring budgets and providing capital budget estimates;
- preparing technical reports and providing input to other Department reports;
- assisting with the preparation and development of the 10-year capital budget and forecast;
- directing field inspections and responding to requests for information by providing professional engineering advice;
- responding to resident inquiries;
- researching, identifying and integrating best practices in municipal engineering into policies, procedures and standards; and,
- other related duties as may be assigned.

As the successful applicant, you must possess:

- a post-secondary degree in Civil Engineering;
- a P.Eng. Designation in good standing from the Professional Engineers of Ontario;
- a minimum of five (5) years related experience, preferably in a municipal environment;
- a demonstrated understanding of Engineering Standards, Town and Regional Official Plans, Development Charge Background Studies, Municipal Class Environmental Assessments, Town Engineering and Provincial Standards, Transportation Association of Canada Manuals, and the Municipal Act;
- an intermediate level knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- strong technical, analytical, research, and decision-making skills;
- strong administrative, organizational and prioritization skills;
- excellent communication and interpersonal skills in order to establish and maintain effective working relationships with staff, consultants and the general public;
- strong leadership and team building skills to work well in a team environment, as well as independently with minimal supervision;
- the ability to exercise discretion, judgement and diplomacy;
- the ability to work well under pressure to meet deadlines;
- a valid, unrestricted Ontario Driver's Licence (minimum Class "G") maintained in good standing and have access to a personal vehicle.

Salary: Salary is subject to skills, abilities and qualifications

Hours: Monday to Friday – 8:30 a.m. to 4:30 p.m.

Application Deadline: Thursday, October 12, 2017

Application Instructions: To be considered for this challenging opportunity, please fax, mail, e-mail or deliver your confidential application/resume to:

The Corporation of the Town of Whitby - Human Resource Services
575 Rossland Road East, Whitby, ON L1N 2M8
Fax: 905.430.4340 Email: jobs@whitby.ca

Please quote Posting Reference No.: 17-M018-305D

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.
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