



Position Title: Project Engineer (Documentation Engineer)

Position Status: Full-Time Regular

Department: Liquid Waste Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P2A (\$108,607.20 - \$127,710.87 annually, 2024 wages)

Our Liquid Waste Services Department is seeking a Documentation Engineer to support Documented Work Practices.

You are: a team oriented individual who demonstrates strong management and review skills. In addition, you are proactive, willing to undertake challenging work and are motivated to help deliver our maintenance work safely and efficiently.

The Documentation Engineer reports to the Lead Project Engineer, Maintenance Engineering.

This role:

- Responsible for auditing critical maintenance documentation pertaining to water and wastewater municipal infrastructure; documents include safe work procedures, lockout procedures, functional specifications, risk management documents and other safety & technical documentation.
- Monitors and controls costs within own work ensuring the effective and efficient expenditure of allocated funds making recommendations to senior engineers.
- Prioritizes documentation based on safety, operational and environmental impacts. Develops templates for documentation to enable high quality documents to be produced by field and trades staff. Applies consistent and relevant criteria during review, provides clear feedback to document owners. Reports progress to senior management.
- Works on routine engineering projects and substantial components of complex engineering initiatives. Works to defined scope, schedule and budget and consults senior staff on deviations. May lead projects with well-defined outcomes and acts as a resource to junior engineers and technical staff on routine operational issues.
- Handles problems of some complexity requiring inspection and liaison with contractors and other staff to investigate related operating, construction, and design issues in order to ascertain alternatives. Assesses, evaluates and incorporates technical requirements including input from external agencies and other Metro Vancouver departments.

- Works with engineering staff and consultants and liaises with internal departments and external contacts including regulatory agencies; works on multiple simultaneous tasks in various stages of completion.
- Researches, analyzes, interprets, and studies technical information. Makes conclusions and diagnoses problems based on a sound understanding and application of engineering principles. Ensures quality standards are upheld in field of specialization and establishes project plans based on priorities of the unit or team.
- Identifies non-standard conditions and makes recommendations for remedy. Uses judgment to adapt and apply procedures to address and resolve unusual or problem situations. Consults on difficult, complex or highly unusual matters or decisions and provides progress and technical updates to senior staff.
- Explains difficult concepts and persuades others to adopt a point of view, supports position with evidence, research or experience gained in similar situations. Acts as a leader and actively works to encourage teamwork, collaboration and efficiency.
- Peer reviews the work of colleagues and provides guidance to engineers and technical staff. Acts as a resource to staff members for advice and guidance on potential approaches and problem situations.
- May work as a technical/specialist resource, collaborating with senior engineers, management and/or government officials in the development of regulatory or government policy initiatives affecting Metro Vancouver.
- Works closely with the MV facility Maintenance Electrical, Mechanical, Instrumentation trades and Operations personnel.
- Performs other related duties as required.

To be successful, you have:

- Bachelor of Applied Science degree in a relevant engineering discipline. Completion of a relevant 4 year engineer-in-training program; or an equivalent combination of training and experience.
- Membership or eligibility for immediate membership as a registered Professional Engineer (P.Eng.) with the Professional Engineers and Geoscientists of British Columbia (EGBC).
- Sound technical knowledge and understanding of engineering principles and their application in relevant discipline.
- Ability to interpret and apply standard engineering and related guidelines to area of specialty such as technical manuals, codes and regulations, contracting policies, safety regulations and corporate and board policies.
- Demonstrated contract administration and project management skills. Ability to organize and prioritize a complex series of project components to meet multiple time based deliverables requiring a high level of detail and accuracy. Demonstrates persistence to overcome obstacles.
- Sound written and oral communication skills; ability to communicate effectively both verbally and in writing including letter, report writing, and presentation skills. Ability to explain difficult issues and works to establish consensus and compliance.
- Strong interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts. Skill in dealing tactfully and sensitively in a variety of situations including contact with the public, member municipalities, government agencies and contractors.
- Ability to work under general direction and use sound independent judgment in adapting and applying procedures to address and resolve unusual or problem situations. Uses judgment to determine which methods are applicable in any given situation. Sound problem solving skills; ability to analyze business needs and provide strategic input.
- Demonstrated ability to work in a team oriented work environment; contributes to the team with constructive ideas, information and experiences.

- Strong analytical and research skills and ability to present recommendations clearly. Displays a high degree of integrity and professionalism.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, and Project.
- Valid B.C. Class 5 Driver's license.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, 2SLGBTQI+, all genders and persons with disabilities. Accommodations will be provided upon request during the selection process.

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by December 12, 2023.