

DEPARTMENT:	Energy & Climate Action – Electrical Admin	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$145,987-\$160,838 annually (2024 rates) plus comprehensive benefits package

The City of New Westminster’s Electrical Utility Department is seeking an exceptional and dynamic leader who will be pivotal in leading the Distribution and Substations Engineering team. Reporting to the Deputy Director of Electrical Services, the Manager of Distribution and Substations will plan, coordinate and manage the Electrical Utility’s distribution and substations engineering function, involving design, standards, estimation, approvals, and project coordination for alterations/additions to the electrical distribution system and substations. The Manager will manage staff, including hiring, scheduling, assigning and reviewing work, training, coaching and developing, performance management, and workplace safety.

Responsibilities:

- Manages the City’s Distribution and Substations Engineering function, leading a team and consultants in planning, design and coordination of alterations/additions to the electrical distribution system and substation projects.
- Determines scope of required alterations/additions to the electrical distribution system as they pertain to new developments in the City and system reinforcements. Oversees design and revisions of drawings and preparation of estimates.
- Coordinates and participates in substation maintenance planning and upgrades projects.
- Coordinates multiple projects simultaneously, liaising with developer, obtaining approvals/registrations, ordering equipment/materials, scheduling and managing the work, overseeing contractors and leading quality control inspections in the field. Also oversees accurate documentation/storage of all drawings and records.
- Participates in the long-term planning of the Electrical Utility.
- Participates in planning meetings and discussion with other City departments, developers, architects, consultants, provincial utilities and others regarding large developments as they relate to electrical utility issues, providing input and information that could affect the electrical design.
- Provides load growth and material forecasts, based on upcoming projects. Determines major material items required to be ordered from manufacturers/distributors, reviews vendor drawings, prepares electrical equipment specifications for transformers, switchgear and other equipment. Evaluates technical bids for materials and services.
- Implements department procedures and ensures understanding to foster efficiency and staff ability to provide accurate and consistent information to the public and other City departments.
- Manages staff, including hiring, scheduling, assigning and reviewing work, training, coaching and developing, performance management, workplace safety and all other people management practices. Also oversees the work of outside consultants and contractors.
- Provides leadership and technical support to design, operations, and administrative staff. Shares knowledge and acts as a mentor to others in the department.

Requirements for this position:

- A bachelor’s degree in Engineering and registration as a P.Eng.
- A minimum of 4 years of experience in the project management and design of electrical distribution or substation projects; including one year of supervisory responsibility.
- Extensive knowledge of the concepts, practices and equipment used in the design and implementation of electrical utility distribution systems and/or substations.
- Experience in the design of electrical distribution systems or substations.
- Knowledge of the relevant policies, procedures, legislation, standards and codes governing electrical utility operations, including the Local Government Act, Electric Safety Act, CSA Codes and WCB Regulations.
- Planning and coordination skills to coordinate multiple projects simultaneously.
- Communication and interpersonal skills to establish and maintain effective working relationships with internal and external contacts and provide input and information that affects design decisions.
- Problem-solving and decision-making skills to address challenges related to multiple projects.
- People leadership skills to manage a team of technical and support staff, and to effectively communicate with field crews.
- Valid B.C. driver’s license.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by May 5, 2025.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.