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## **Manager of Engineering Job Description (Exempt Position)**

### **POSITION SUMMARY:**

Reporting to the Director of Public Works and Engineering, the Manager of Engineering is responsible for the efficient organization and operation of the Engineering Division. This exempt position provides assistance to the Director with respect to managing the City's assets and servicing the developments within the City's jurisdiction and may fill in for the Director in their absence. This complex and varied work requires the incumbent to undertake capital project planning and delivery in sewer, water, stormwater, and transportation engineering and construction; development servicing including preparation of works and services estimates and servicing agreements; mapping of the City's assets; and other work as required. Work is performed with limited supervision and requires initiative, creativity, and sound engineering judgement.

This position regularly oversees two Engineering Technologists and the Engineering Capital Projects Coordinator, and will liaise with many other positions within the overall team, including the Chief Administrative Officer and staff from Public Works, Finance, Planning and Sustainability, and Building and Bylaw Services. Occasional presentations to City Council may also be required.

### **KEY RESPONSIBILITES:**

- Participate in the development and implementation of departmental goals, objectives, policies, and procedures;
- Promote and implement municipal engineering best practices and standards;
- Ensure that all matters are conducted in accordance with the *Local Government Act, Community Charter*, Provincial and Federal Legislation and bylaws and policies of the City of Duncan;
- Oversee and manage the day-to-day operations of the Engineering Division;
- Supervise and coordinate the activities of engineering staff engaged in engineering design, project management, procurement, mapping, testing, and clerical duties;
- Preparation of the asset management reports in coordination with the Finance Office Manager;
- Participate in the modification and development of related bylaws pertaining to engineering and development;
- Assistance with preparation of the annual operating and capital budgets for the Division;
- Supervise and be responsible for ensuring the accurate mapping of city infrastructure;
- Preparation of works and services estimates and development servicing agreements;
- Respond to enquiries from developers related to services; and,
- Other related duties, as required.

### **QUALIFICATIONS AND EDUCATION/TRAINING:**

- A Degree in Engineering or Diploma in Civil Engineering Technology or related field and a minimum of 5 years of experience in a municipal engineering field, with preference given to BC experience, or an equivalent combination of education/training and experience;
- Demonstrated computer skills in AutoCAD and Microsoft Office;
- Local Government Public Administration certification is an asset;
- Project Management certification or training is an asset;
- Management related experience in local government is an asset, with preference given to BC experience;
- Ability to act as Engineer of Record for designs prepared under their direct supervision is an asset;
- Membership or eligibility for membership with the Association of Professional Engineers and Geologists of BC, or the Applied Science Technologists & Technicians of BC;

### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

- A strong working knowledge of BC legislation, regulations, and procedures relating to development and subdivision, including works & services and development cost charge bylaws;
- Ability to strategically coordinate a team of technical staff and consultants;
- Ability to exercise sound judgement in meetings and dealings with surrounding local governments, First Nations, the Province, developers, and other groups;
- Ability to effectively engage the public during construction project management;
- Ability to define problems and solutions, develop research methods, analyze and evaluate data, and prepare comprehensive reports;
- Knowledge and understanding of the design and construction of projects in the public realm for the benefit of the City's residents, businesses, and visitors;
- Project budgeting and accounting, specifically within the public sector environment;
- Knowledge of asset management principles and practices;
- Ability to develop, evaluate, and manage procurement processes within the requirements of a local government setting;
- Ability to perform all duties under minimal supervision when necessary;
- Effective written and verbal communication skills;
- A high level of integrity, confidentiality, and accountability;
- Demonstrated leadership and relationship building skills with the ability to lead a team in a unionized environment;
- Excellent analytical, organizational, time management, problem solving, and decision-making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment; and
- Ability to build and maintain close working relationships and facilitate collaboration with staff, other departments, other stakeholders, and with other senior management of other local governments and other levels of government.

### **THIS POSITION SUPERVISES THE FOLLOWING POSITIONS:**

- Two Engineering Technologists;
- Engineering Capital Projects Coordinator
- Engineering or Engineering Technologist co-op students (occasional); and
- Project consultants.