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Position Title: Division Manager Technical Services, WS Engineering, Design & Construction

Position Status: Full-Time Regular

Department: Water Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Management / Leadership, Level M4B (\$150,105.67 - \$176,586.01 annually) (2024 wage rates)

Our Water Services Department is seeking a Division Manager within the Engineering, Design & Construction Division who will be responsible for managing a diverse team of engineering and technical staff providing engineering solutions for the Water Services Department's infrastructure protection program, upgrades to the Water Services' dams and related capital and minor capital projects. This team also provides project management and project controls support to a division of engineers delivering a wide range of major capital projects related to Metro Vancouver's regional water facilities. This role will be responsible for ensuring quality controls are implemented appropriately within the division and will lead the development and updating of technical standards, policies and procedures in accordance with corporate objectives.

You are a dynamic leader and strategic thinker with strong project management and project control skills and have a demonstrated track record in the design and construction of civil infrastructure projects, with specific experience in water conveyance and treatment projects.

The Division Manager Technical Services, WS Engineering, Design & Construction reports to the Director, WS Engineering, Design & Construction.

This role:

- Leads a division of engineering and technical staff responsible for overseeing the delivery of water system projects for a range of infrastructure including large diameter water transmission mains, underground chambers, reservoirs, pumping stations and water treatment facilities.
- Responsible for delivery of technical solutions for the Department's infrastructure protection program and marine crossing inspection and maintenance program. Delivers the WS single valve isolation certification program. Establishes and manages agreements with outside agencies to ensure third party projects are delivered in a manner that protects Metro Vancouver's existing regional water facilities. Provides technical support for MV property rights such as statutory rights of way.

- Responsible for overseeing the Dam Projects team and the delivery of related capital and minor capital projects, as well as maintenance upgrades on large diameter water transmission mains, underground chambers, reservoirs, pumping stations and water treatment facilities
- Responsible for overseeing the Project Controls team and the development and updating of technical standards, policies and procedures in accordance with corporate objectives. Works with internal subject matter experts and ensures all relevant information such as applicable design codes, specifications and previous experience are included and considered. Acts as the Division's senior member of the quality management technical review committee and coordinates changes to technical design standards, specifications, policies and procedures.
- Leads the Project Controls team in developing project management and project financial controls for the Division. Responsible for monitoring quality control and compliance with EGBC's requirements and the Professional Governance Act for work conducted within the Division. May be assigned the EDC Responsible Registrant duties.
- Accountable for the Division's budget preparation and reporting and ensures the appropriate allocation of resources within the approved budget. Monitors and controls spending to ensure effective and efficient expenditure of allocated funds. Contributes to the preparation of long range financial plans. Develops and implements strategic initiatives and guides staff on cost control.
- Leads multi-disciplinary engineering teams through all project phases including design, construction and project commissioning for relevant capital and minor capital projects. Adopts relevant state-of-the-art practices and technologies which provide value and effectiveness.
- Oversees scoping documents at the outset of projects to ensure relevant details and requirements are adequately captured. Performs quality audits of work in all project phases to ensure technical standards, corporate and department policies and procedures are followed. Ensures permits and authorizations have been obtained and ensures relevant stakeholders have been adequately consulted.
- Provides guidance on the preparation and interpretation of contracts and technical specifications. Resolves problems that arise in the delivery of projects and addresses legal, technical, financial, public relations, and contractual considerations. Provides progress reports to senior managers and political committees. Writes and reviews reports, technical memos and drawings and delivers presentations to various audiences.
- Responsible for supervising, directing and motivating staff; monitors performance towards division, department and corporate objectives; ensures staff adhere to corporate and board policies. Ensures staff work within existing policies and procedures. Develops new systems, policies and procedures for divisional activities.
- Leads, coaches, mentors and develops staff recognizing the importance of leadership, supervisory and technical training; develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience.
- Leads the implementation of strategic initiatives and ensures the division's activities are consistent with the organization's values and goals. Provides leadership to address critical and complex project emergencies; coordinates staff and makes decisions about how to best move forward.
- Ensures the division's engineering practices comply with the Professional Governance Act, EGBC requirements and Metro Vancouver's Professional Practice Management Plan, including supporting staff in meeting continuing education obligations, and upholding ethical and regulatory standards.
- Liaises with other divisions, departments, external agencies, regulators, municipalities and the public on various issues affecting the division's work; partners with consultants and technical associations to further objectives. Ensures adequate engagement and communication in early project stages to incorporate relevant operating and maintenance considerations and to garner support and resources to complete work.
- Provides advice and guidance on approach and problem situations to others within Metro Vancouver and on behalf of the organization to contacts external to the organization; represents the organization to the media, elected officials, and the public as required.

- Performs other related duties as required.

To be successful, you have:

- Bachelor's of Applied Science Degree in Civil Engineering or similar. 10 years of recent, related progressive experience; or an equivalent combination of training and experience.
- Membership or eligibility for immediate membership as a registered Professional Engineer (P.Eng.) with the Engineers and Geoscientists of British Columbia (EGBC).
- Extensive technical expertise in the design, construction and project commissioning for large diameter water transmission mains, underground chambers, reservoirs, pumping stations and water treatment facilities. Superior understanding of the regulatory requirements affecting the design and construction of infrastructure for the regional water system.
- Excellent written and oral communication skills including sound report writing and presentation skills. Persuasively communicates complex information to diverse audiences and upholds the reputation of the organization in communications with external agencies, the media, elected officials, and the public.
- Excellent budgeting and financial management skills. Demonstrated ability to manage and monitor budgets, meet financial objectives and ensure the effective and efficient expenditure of allocated funds. Excellent contract administration and project management skills including the ability to resolve complex issues.
- Ability to build and maintain respectful working relationships; skill in dealing openly and tactfully in a variety of situations. Proven ability to use judgment to resolve complex challenges; flexible and able to develop and revise strategies to address problems and changing circumstances. Demonstrates persistence in overcoming obstacles and considers the diverse and long term implications of decisions beyond the work at hand.
- Contributes to the team with constructive ideas and experiences; effectively deals with disagreements to prevent escalation of conflict; seeks to include team members in decisions that will impact them. Ability to make complex and sometimes controversial decisions and effectively administer work through unforeseen conditions. Strong organizational and time management skills.
- Ability to lead, supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and provide leadership to a number of 'support but does not report' working relationships. Sound understanding of and ability to apply labour and employee relations principles and practices including applicable collective agreements.
- Proficiency using Microsoft Office programs including Word, Excel, Outlook and Project.
- Valid BC 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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an

accommodation is required during the recruitment and selection process, please contact careers@metrovancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancouver.org/about-us/careers> to our Careers page where you can submit your application by February 4, 2026.