

City of Castlegar
POSITION DESCRIPTION

POSITION TITLE MANAGER OF ENGINEERING & INFRASTRUCTURE (MEI)	DATE NOVEMBER 2019
DEPARTMENT MUNICIPAL SERVICES	REPORTS TO: DIRECTOR OF MUNICIPAL SERVICES

SUMMARY:

Reporting to the Director of Municipal Services, the Manager of Engineering and Infrastructure (MEI) performs highly skilled professional engineering work of a complex nature. The work will involve leading in the development and preparation of asset management plans for the water, sanitary sewer, storm drainage and building, and all other infrastructure; recommends replacement and renewal priorities for the respective 5-year capital budget; reviews and establishes servicing requirements for development applications based on system impacts; provides operational technical support to field personnel; Liaises with employees, consulting professions engineers, developers and the public as needed to complete work plans, capital projects, infrastructure renewal and support inter-departmental initiatives.

The position involves both inside and outside work with the inspection of development sites. The responsibilities include supervision and management of all personnel in the department and performing all duties and responsibilities of the engineering of the City.

The incumbent is responsible for protecting the confidentiality of many engineering & infrastructure matters and for exercising care, accuracy and attention to many conflicting interests and objectives when preparing reports, projects, policies and plans, and when researching and assessing proposals.

DUTIES AND RESPONSIBILITIES:

- Manages, directs and supervises the work of all personnel in the Engineering and Infrastructure Department including the Engineering Technician(s).
- Establishes work priorities and assignments; sets performance goals and objectives; monitors and evaluates engineering and infrastructure for improvements.
- Assists with the hiring, evaluates, promotes, demotes, suspends, lays-off, trains and disciplines employees within his/her department and in accordance with established policies and procedures of the City.
- Coordinates personnel development within the department through coaching, training and development plans, while managing and maintaining performance at a high level.
- Assists the Director of Municipal Services in developing and administering engineering and infrastructure policies, procedures and bylaws to safeguard

corporate assets and ensure sound engineering and infrastructure management of the City.

- Subject matter expert on the City's engineering and infrastructure and ensures related software updates are complete and that policies and bylaws do not conflict with legislation or established best practices throughout the industry.
- Serves as the principal project manager for all capital civic works projects for the City; oversees and provides quality control and assurance services on infrastructure projects.
- Provides overall direction and policy for the maintenance, inspection and replacement of departmental equipment, buildings and infrastructure.
- Provides advice and guidance on engineering and infrastructure matters and performs research as directed by the Director of Municipal Services and CAO.
- Provides guidance and assistance in the resolution of difficult engineering and infrastructure matters; responds to questions and requests for information from employees, directors, managers and the general public in a courteous manner; explains and interprets engineering and infrastructure policies, procedures and regulations; and resolves complaints and issues which cannot be addressed by subordinate staff.
- Assembles and analyzes data and prepares background reports for use in capital projects and engineering matters.
- Prepares draft reports or by-laws, as directed for Council consideration, to implement engineering and infrastructure policy.
- Provides information, explains policy and interprets related by-laws to builders, developers, government agencies, developers' consultants and the public and maintains liaison with various internal and external departments, agencies and groups concerning capital projects and long range municipal development.
- Attends internal and external meetings, acting as a city representative in a professional engineering capacity, analyzes and advises on trends and developments; receives public and other professional input; explains City policies and prepares related summaries, reports and correspondence.
- Researches, develops, recommends, and applies innovative methodologies and techniques to address engineering and infrastructure issues, and ensure cost effective implementation of proposals and processes.
- Prepares clear, concise reports to senior administration and to Council related to recommendations on engineering and infrastructure, policy, approval of plans, etc.
- Acts as the Director of Municipal Services in his or her absence when requested.
- Undertakes special projects and performs other duties as assigned, in accordance

with departmental and corporate objectives.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education:	Bachelor of Applied Science in Civil Engineering or related field. An equivalent combination of education and experience may be considered.
Experience:	Several years of progressive experience in a related position with a focus on engineering and infrastructure, with demonstrated experience in civil engineering and municipal infrastructure systems.
Licences/Certificates	Membership as a Professional Engineer (P.Eng) with Engineers and Geoscientists of BC (EGBC) and/or ASTTBC. Class 5, BC drivers' license
Specific Skills	Thorough knowledge of the principles, methods and procedures, techniques associated with civil engineering in a municipal setting. Knowledgeable of the principals of municipal infrastructure asset management. Ability to develop, evaluate and administer procurement process and construction contracts. Demonstrated ability to supervise, coach and guide employees in a unionized environment. Excellent communication skills to effectively communicate to both technical and non-technical audiences – ability to make clear, concise and well organized oral and written communications and presentations. Strong negotiation skills. Demonstrated leadership and project management skills. Demonstrated ability to write, revise and review reports, policies and plans for engineering and infrastructure. Ability to establish and maintain effective working relationships with other employees, professionals and the public; and to transmit clearly the principles and requirements of sound planning and development and to express ideas effectively orally and in written or graphic form. Ability to assess the impact of development upon the municipality and assess development in the context of existing by-laws and City policy. Ability to design and prepare concise written reports. Ability to maintain records and data source information manually and electronically. Proficiency using Microsoft office programs, including Word, Excel, PowerPoint and Publisher.

DESIRABLE:

- Education:** Masters Degree in Applied Science in Civil Engineering or related field.
- Experience:** Minimum of 7 years directly related Engineering experience. A combination of public and private experience is an asset.
- Licences/Certificates:**
- Specific Skills** Experience with GIS systems
- Special requirements:**