



## **JOB DESCRIPTION**

**TITLE:** DIRECTOR OF ENGINEERING & PUBLIC WORKS

**DEPARTMENT:** Engineering & Public Works

**Position Last Evaluated: Feb 2015**  
**Job Desc Last Updated: Aug 2017**

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### **NATURE AND SCOPE OF WORK**

Reporting to the Chief Administrative Officer, the Director is responsible for the services and programs provided by the Engineering and Public Works department.

The Director of Engineering and Public Works is responsible for the day-to-day and long term planning and coordination of the department operations, capital programs and associated levels of service in accordance with approved policies and procedures. The position will provide leadership and technical expertise on the implementation of capital projects including municipal engineering and project management.

The incumbent is required to liaise with all levels of government and external agencies and maintain a working relationship with City Council, Administration and all departments within the corporate structure as well as with local community groups and businesses.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

Through subordinate managers, plans, organizes, coordinates and directs all services and programs provided by the Engineering and Public Works Department.

Prepares and implements, or directs the preparation and implementation of, all departmental reports, technical programs, services, bylaws, CAO's reports, etc.

Provides leadership, guidance, and direction on municipal engineering and project management principles to the department.

Provides direction on and oversees project management activities including project scope, objectives, budget, deliverables, and quality measurements.

Monitors, oversees and provides direction to Engineering and Public Works and their contracted service providers.

Reviews and evaluates work methods, equipment, promotes new and innovative technology, performance, quality of service and working conditions and institutes changes as required.

**TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd)**

Establishes, organizes and maintains departmental Emergency Response Programs and ensures that given an emergency situation the departments will have a full understanding of their roles and responsibilities.

Plans and develops strategies for the most effective use of available operating and capital resources. Establishes priorities in support of departmental objectives and coordinates and ensures works/programs are scheduled appropriately.

Accountable for the Engineering and Public Works operational and capital budgets and all associated programs and services.

Reviews and consolidates budgets and re-assigns funds appropriately when determining the effectiveness of infrastructure maintenance alternatives versus capital replacement options.

Supervises, mentors and promotes the professional development of Engineering and Public Works staff.

Advises and guides subordinate managers and staff and assists them with difficult labour relations, administrative or technical issues.

Investigates and resolves issues where potential departmental conflicts may develop within the Corporation, with the public, subordinate staff or external agencies.

Enhances the department profile by communicating positively with the public, external agencies and organizations and liaises effectively with the various departments within the Corporation.

Attends meetings and provides technical advice to Senior Administration and Council.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Extensive theoretical and practical knowledge and the ability to plan, organize, manage and direct activities, programs and services and personnel engaged in diverse activities.

Extensive knowledge of project management principles and practices.

Extensive knowledge of the laws, regulations, bylaws and policies pertaining to municipal government.

Ability to prepare detailed technical drawings, reports, studies, letters, memos and records.

Ability to analyze complex data, resolve complicated problems and write clear and understandable reports to satisfy a variety of audiences.

Thorough knowledge of methods, procedures and techniques utilized in the design, construction, operation and maintenance of municipal infrastructure and in developing a water supply system.

Comprehensive understanding of the roles and responsibilities of other departments within the corporate structure.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)**

Proven ability to develop, manage and administer a diverse collection of tasks and services.

Ability to solve complex problems, examine alternatives and present sound advice and guidance to subordinate staff and Senior Administration.

Ability to deal tactfully and effectively with elected officials, internal departments, external agencies and the general public.

Thorough knowledge of the financial and accounting principles necessary to prepare and administer complex operational and capital budgets.

Ability to demonstrate initiative and a positive attitude at all times.

Ability to interpret and provide sound guidance on a variety of complex planning and operational issues.

Ability to compile complex and concise technical reports.

Thorough knowledge of the engineering and mathematical calculations necessary to review complex plans and designs and to provide assistance and guidance to subordinate staff.

Ability to deal with emergencies and provide sound guidance to diverse groups of personnel engaged in a variety of emergency situations.

Excellent verbal and written communication skills, with the ability to establish and maintain effective working relationships with a variety of internal and external contacts.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Bachelor's Degree in a related discipline (e.g. Civil Engineering, Business Administration or Public Administration) and 8 years progressively responsible related experience, including 4 years in a management supervisory role and proven experience with project management.

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Possession of a valid Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

**DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION**

Membership in APEG (Association of Professional Engineers and Geoscientists) in a field related to municipal engineering is preferred.

Project Management Professional Certification (PMP).

**GENERAL STANDARDS**

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

**SIGNATURE**

I have reviewed this job description.