

OPERATIONS ENGINEER

Position ID: J0917-0379

Job Title: OPERATIONS ENGINEER

Job Type: Full Time

Department: Community Infrastructure

Number Of Positions: 1

Closing Date: September 25, 2017

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

Under the direction of the Manager of Parks and Public Works, the Operations Engineer is responsible to provide on-going engineering support and project management support for municipal infrastructure renewal/expansion initiatives. The position of the Operations Engineer will provide support to the individual divisions of the Parks and Public Works (Water Services, Roads and Parks).

Primary Accountabilities Include:

- Assist with the development of service levels for the department (Water Services, Roads and Parks)
- Assist with departmental construction projects as required
- Research and assist with implementation of "best practices" related to all facets of water services, roads and parks as required
- Coordinate efforts related to planning, design, budget preparation, work scheduling, reports to Council and public consultations for various City projects and programs
- Coordinate the collection and assembly of information/data required to support municipal infrastructure design work, primarily related to road and storm water infrastructure
- Review municipal infrastructure designs including quantity estimates for tender items and the development of special provisions for tender and RFP documents
- Coordinate design work and plan approvals with various internal City Departments
- Apply for permits required from various regulatory agencies and follow-up with regulatory agencies to ensure receipt of permits and approvals prior to construction commencement
- Communicate and coordinate projects with the Municipal Engineering group
- Define project goals and objectives; establish project schedules, resource requirements, performance measurements and track project progress against established performance objectives
- Assist with advancing corporate and community goals for planning, design, construction and operation/maintenance of sustainable municipal infrastructure
- Represent the City on internal/external committees as required
- Build a network of contacts across a broad spectrum of individuals involved in public (municipal) policy development
- Other duties as assigned

Education/Experience Requirements:

- Completion of a recognized university degree/diploma in Engineering or acceptable equivalent
- Five years of engineering field experience related to municipal infrastructure planning, design and construction project management
- Must possess and maintain a valid Class 5 Driver's Licence
- Experience with policy review and development in engineering practices, standards, planning, design, and research
- Work experience in a municipal environment
- Familiarity with work conducted by Public Works Services including standards and practices, familiarity

with applicable Provincial and Federal legislation, standards and guidelines and other applicable documents

- Prepare reports, project correspondence, request for proposals, and reports to Council and/or Committee
- Applied experience demonstrating proficiency in using storm water hydrologic and hydraulic software programs would be considered an asset
- Registration with APEGA or other like association in the Province of Alberta would also be considered an asset

Skills and Attributes:

- Strong analytical skills combined with good judgment and sound problem solving skills
- Strong organizational and project management skills with the ability to set priorities, work under the pressure of frequent deadlines and produce quality work within current budgets
- Ability to quickly align with shifting priorities, work assignments and timelines in a result based environment
- Well-developed verbal and written communication skills
- Excellence in customer service and the ability to respond effectively to inquiries and/or complaints
- Ability to work well both independently and within a team environment
- Strong attention to detail with the ability to welcome/express feedback to enhance work delivery
- High level of professional integrity and self-accountability
- Well-developed ability to prepare and interpret policies and regulations
- Well-developed facilitation, research, problem solving and negotiation skills with an ability to deliver innovative solutions

Additional Information:

This full time position consists of a 37.5 hour work week and includes a comprehensive benefits and pension package.

Salary will commensurate with education and experience.

*Please include a cover letter as a means of introducing yourself and your interest in this role

Application Process:

Candidates are invited to apply online at www.airdrie.ca.