

Employment Opportunity Notice EO17-623

The City of Greater Sudbury

requires a

Project Engineer

Reporting Location: Tom Davies Square

Permanent Position

Start Date to Follow Selection Process

P.O. Box 5000, STN A
200 Brady Street
Sudbury ON P3A 5P3

C.P. 5000, succ. A
200, rue Brady
Sudbury ON P3A 5P3

705.671.2489
705.673.3094 (Fax)

www.greatersudbury.ca
www.grandsudbury.ca

The Engineering Services Division, Growth and Infrastructure Department of the City of Greater Sudbury, requires a Project Engineer. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,690.40 to \$4,342.10 bi-weekly (subject to review).

Qualifications:

Education and Training:

University degree in an appropriate engineering discipline from a recognized University with Canadian accreditation.

Membership or eligible for membership in the Association of Professional Engineers of Ontario (PEO).

Project Management Professional (PMP) certification considered an asset.

Additional education initiatives to update and expand competencies.

Experience:

Minimum of seven (7) years of directly related and responsible engineering experience and training, including at least four (4) years demonstrated ability in dealing with corporate functions such as infrastructure, administrative, technical, financial information systems and/or legal functions.

Public Sector Civil Engineering experience considered an asset.

Supervision of technical staff is an asset.

Knowledge of:

Project management systems

Applicable legislation and related regulations

Current and emerging management issues within CGS as they affect the Section/Division

Best practices within areas of responsibility

Horizontal linkages to other relevant governmental levels and services as well as the private sector

Abilities to:

Demonstrate proven ability related to microcomputer software and administrative systems and technical computer systems.

Demonstrate ability to deal with the technical and administrative aspects of municipal public works projects.

Demonstrate effective interpersonal and communications skills.

Balance conflicting demands from stakeholders.

Anticipate and manage the impact of change on activities.

Respond quickly to emerging opportunities or risks.

Share power horizontally and vertically.

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Project Engineer (Permanent Position)

Personal Suitability:

Mental and physical fitness to perform essential job functions.

Language:

Excellent use of English; verbally and in writing.

French verbal skills highly desirable; written skills an asset.

Other Requirements:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

Main Function

This position is responsible to the Director of Engineering Services to provide technical assistance to Project Teams from concept to close out in support of quality customer service outcomes and the Business Plan for the Division. Ensures all internal projects undertaken by Engineering Services comply with engineering requirements, including the Professional Engineers of Ontario (PEO) Act, and provides oversight and quality assurance for compliance with engineering requirements, including the PEO Act, for all GCS projects delivered by external consultants.

Duties: Under the General Supervision of the Director of Engineering Services.

1. Assist the Director of Engineering Services with the preparation, execution and administration of the Business Plan covering all mandated services within the Division.
2. Ensure engineering compliance during all phases of project delivery for internally and externally delivered projects, including: requests for proposal, tenders/quotations, scoping, feasibility and functional reports, design, preparation of specifications, cost estimates, schedules, tender reviews, construction and commissioning.
3. Review and approve engineering specifications and drawings required for preliminary and conceptual plans and reports, detailed design, tender documents and specifications, coordinated works by utilities and outside agencies, in compliance with engineering standards, best practices and legislated requirements including the PEO Act for internally delivered projects. Provide oversight and ensure quality assurance for externally delivered projects.
4. Liaise with Division personnel and external consultants to develop conceptual designs to establish upgrading and capital priorities and provide technical support. Assist in the preparation of grant and funding applications.
5. Provide input regarding the assessment of resources required to meet project objectives.
6. Participate in establishing and enforcing Engineering Standards, Specifications and Best Practices to be used by Project Teams.
7. Audit work completed by Project Teams to ensure compliance with CGS Project Standards and Guidelines, the requirements of the PEO Act and contract standards and specifications.
8. Hold debriefing sessions to identify and incorporate "Lessons Learned" into Engineering Standards.
9. Participate in the establishment of Project Charters and other key documents that define a project, the preparation and review of a project work program, estimate, schedule and scope and conduct technical and constructability reviews.
10. Assist in the preparation of Communication, Stakeholder Management and Quality Plans.
11. Participate in the evaluation of the impact of change requests on baselines and develop related contingency plans.
12. Participate in updating CGS policies, processes, practices, specifications and by-laws ensuring consistency with best practices and current regulatory requirements.
13. Act as CGS's representative at court hearings and liaise with Legal Services, Risk Management, CGS Insurance Adjusters and Legal Representatives on matters relating to claims associated with CGS projects.
14. Prepare regulatory submissions to various regulatory bodies related to engineering on specific projects.
15. Participate in the hiring process, represent the Employer in disciplinary matters and provide technical support and training on engineering matters.
16. Participate in the retention and management of external consultants in the development, design and project management of projects.
17. Conduct engineering feasibility studies and perform technical trade-off studies to support project planning decisions.
18. Collaborate and negotiate with various internal divisions of CGS, utilities, outside agencies, authorities and regulatory bodies to ensure accurate and current information flow for projects including necessary approvals and agreements.
19. Assist with the preparation of reports and presentations to Council and Committees and attend meetings as required on engineering related matters.
20. Participate as a member of the Standards Committee.
21. Develop and maintain a thorough working knowledge and adhere to CGS's Safety Manual and applicable legislation.
22. Perform other related duties as required.

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(Permanent Position)

Leadership Competencies:

Tactical Implementation- Non Supervisory (II)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, "think outside the box", go beyond the conventional, and explore creative uses of resources.	4	Takes action to innovate
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	3	Develops alternatives before making complex decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one's area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	3	Monitors and improves quality of customer service
Impact and Influence	Persuade, convince, influence or gain the commitment of others to get them to accept a point of view, adopt a specific direction, commit to an idea, or take a course of action.	3	Uses customized influence strategies
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one's own and other organizations.	3	Understands climate and culture
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	4	Plans and executes broad implementation efforts
Aligning People & Teams			
Building Partnerships	Build and maintain reciprocal, strategic relationships with networks of internal and external stakeholders.	3	Builds a local network for business benefit
Enhancing Personal Effectiveness			
Commitment to Continuous Learning	Continuously develop and enhance one's own and others' personal and professional skills, knowledge and abilities.	4	Models a learning orientation
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	3	Adapts approach
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	4	Makes insightful assessments
Managerial Courage/Integrity	Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations.	3	Is honest and candid with managers, peers or external parties
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	4	Demonstrates resilience

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs

Qualified candidates should submit their résumé in confidence by **Monday, November 20th, 2017 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO17-623**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.