

The Corporation of the District of Oak Bay

Job Description



Job Title:	MANAGER OF ENGINEERING CAPITAL PROJECTS		
Department:	Engineering & Public Works	Pay Grade:	L3
Area:	Engineering	Position Status:	Regular – Full Time
Location:	Municipal Hall	Position Type:	Exempt
Supervisor:	Director of Engineering & Public Works	Last Updated:	January 2024

Job Purpose:

This position reports to the Director of Engineering and Public Works and is responsible for leading a technical team in the design and delivery of a wide range of complex municipal engineering projects involving the underground, surface and above ground infrastructure. This includes engagement with municipal and regional partners to advance common infrastructure management goals, representing the municipality in regional project partnerships, and pursuing alternate funding for special initiatives. The exercise of considerable independent judgement is required within the bounds of approved budgets and departmental priorities.

Duties and Responsibilities:

- Provides leadership to a team of professional engineers and technical staff responsible for complex engineering, project management and technical work including design and construction of major capital projects related to all District infrastructure.
- Supervises, directs and motivates staff towards division, department and corporate objectives. Ensures staff adheres to workplace conduct standards.
- Leads, coaches, mentors and develops staff through leadership, supervisory and technical training.
- Responsible for employee recruitment and selection within the section, collective agreement administration and performance management.
- Accountable for budget administration including preparation, monitoring, analysis and reporting. Assists in preparing annual and 5-year capital plans.
- Oversees work carried out by multi-disciplinary consultants and contractors, including reviewing and providing direction on design, construction and contract administration, including claims resolution. Ensures work is undertaken in conformance with corporate standards and policies and meets the requirements of the project.
- Works with Purchasing agent on procurement strategies and to ensure the timely award of contracts. Ensures staff follows purchasing policies.
- Provides guidance on corporate policies to ensure conformance with corporate standards and policies.
- Ensures consistent application of municipal engineering standards, engineering department policies, practices, procedures, and best practices and recommends updates where required.
- Develops reports, presentations, and briefings. May deliver presentations to Council and various audiences.
- Liaises with Infrastructure Analysis & Planning group in the development of design and construction plans and schedules.
- Liaises with Public Works on technical issues, budgeting and scheduling.
- Meets and negotiates with property owners on engineering issues which may be non-routine from both technical and policy points of view.
- Represents District at intermunicipal meetings where required to provide technical advice.
- Acts for the Director when required.

Required Knowledge, Abilities & Skills:

- Strong interpersonal skills and ability to build and maintain effective working relationships. Skill in dealing openly, tactfully and sensitively in a variety of situation. Ability to effectively lead a team and work collaboratively. Deals effectively with disagreements and prevents the escalation of conflict.
- Proven ability to use judgement to resolve complex problems; seeks solutions in alignment with the District's objectives and values. Ability to develop and revise procedures and plans to address problems and changing situations. Seeks to include staff in decisions that will impact them; works cooperatively to resolve differences of opinion.
- Ability to supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports.
- Extensive technical expertise and thorough knowledge of municipal infrastructure and traffic engineering. Ability to effectively manage complex capital projects including an understanding of design and construction principles and methods including the PMBOK framework or equivalent approaches.
- Ability to apply mathematical, engineering and analytical principles to complex engineering and technical problems.
- Thorough working knowledge of municipal bylaws and regulations relating to engineering issues.
- Ability to lead staff in accurately estimating for the development of capital project budgets.
- Proven contract administration and project management skills and excellent attention to detail including troubleshooting and resolving complex contractual issues. Ability to develop, evaluate, and administer procurement processes and contracts including basic knowledge of law relating to contracts and tendering.
- Ability to prepare clear written reports with recommendations supported by objective analysis.
- Ability to present technical advice in a manner that is understandable to people who are not subject matter experts, and to answer questions from members of Council or the public.
- Excellent customer service when dealing with members of the public (for example at open houses). Ability to deal with others with professionalism, courtesy, tact, while maintaining independence and objectivity.
- Proficiency with standard office applications such as MS Office Suite.
- Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector.

Qualifications:

- Bachelor of Applied Science in Civil Engineering from an accredited university augmented by six years' experience directly related to the core work of the position.
- At least one year supervisory experience, including in the review and certification of engineering work completed by subordinates.

Required Licenses, Certifications and Registrations

- Must be licensed to practice professional engineering in British Columbia (i.e. member in good standing of Engineers and Geoscientists BC).
- Possession of a valid British Columbia Class 5 driver's license and a personal vehicle that is suitable for use as and when required.
- Project Management Professional (PMP) certification would be considered a valued asset.
- MMCD Contract Administration certification would be considered a valued asset.