



**CITY OF COLWOOD  
JOB DESCRIPTION**

**TITLE: DIRECTOR OF ENGINEERING**  
**DEPARTMENT: ENGINEERING**  
**POSITION TYPE: FULL-TIME PERMANENT EXEMPT POSITION**  
**LAST UPDATED: December 2021**

---

**NATURE AND SCOPE OF WORK**

Reporting to the Chief Administrative Officer, the Director of Engineering manages the delivery of a wide range of services from urban infrastructure design to asset and project management.

The Director participates as a member of the City's Senior Leadership team in the governance and delivery of all City programs and services to the community.

The Director of Engineering motivates and leads a team of dedicated and talented individuals who deliver a high level of service through the application of a considered and logical approach. Teamwork, both within the department and across the organization, is essential and the Director leads by example, providing support and direction on any manner of complex issues.

A background in project management and the ability to manage the processes of scope definition, budgeting, tendering, construction management and project delivery are essential for the position. A knowledge of urban infrastructure design, asset management, transportation, municipal politics, and communication skills are also valuable assets.

The Director of Engineering develops, implements and evaluates strategic plans, goals and objectives for the department consistent with the mission and strategic plan of the City of Colwood. Leads the analysis of the current situation and future requirements of the department, initiating the development of specific goals and objectives and setting priorities for planning and implementing strategies

**POSITION SPECIFIC PERFORMANCE EXPECTATIONS**

Accountable for financial and operational performance by ensuring systems are developed and applied to provide timely and accurate analysis, creation, implementation, and reporting for Engineering service areas— including:

- Service Level Review – annual review and update of Council expectations, priorities, and areas of focus in the following service areas:
  - Traffic Management
  - Right of Way Management
  - Asset Management
  - Facilities Master Planning
  - Storm Water Master Planning
  - Sanitary Sewer Master Planning

- Capital Project Management
- Annual development of new initiatives, review of existing services levels (expectations, “going-well”, “needs improvement”, priorities, etc.)
- Operating Budget – construction and support of the department’s annual operation budget (incl. wages and benefits) and manage:
  - timely and accurate forecast reporting, including variance rationale.
  - allocation of expenses and cost controls within the approved amounts
  - in-the-year changes to approved budgets
- Capital Budgets – timely submission of projects including coordination of plan or project proposals and implementation with related departments.
- Works to determine the City’s capital projects schedule, budget and priorities for the coming decades.
- Work with other City departments and user groups to define capital projects that meet planning guidelines, environmental objectives, cost, schedule, specification constraints, operational and lifecycle costs.
- Provides technical advice and support to other City departments, including review of capital projects managed by other departments and review and development of policies and bylaws as required.
- Oversees the creation and maintenance of the City’s asset management system which is the business process used to determine the capital priorities based on the location, condition, performance and lifecycle costing of the City’s assets.
- Identifying and implementing performance metrics and benchmarking to understand operational expenses and proposed business enhancements.
- Developing appropriate “business case” to present specific or alternative outcomes (for example – hours of operation, business and staffing levels, service enhancements, etc.)
- Evaluating and adapting staffing levels, skills/qualification allocation, scheduling for business demands, operational needs, and absence management.
- Allocating own time and resources to ensure priorities are ranked and optimum workload productivity and personal wellness are targeted.
- Overseeing the development of scope, specifications of bid documents for a variety of Engineering - related designs, construction, and maintenance projects.
- Responsible for the recommendation for contract awards and coordination of the review of contractor’s performance for a variety of Engineering -related services.
- Responsible for the coordination, review, and approval of the work of independent service providers, including consultants for Engineering specific maintenance and construction contractors.
- Represents the City in negotiations with other agencies, utilities, groups, and individuals on a wide variety of issues pertaining to Engineering related services.
- Coordinates condition assessments of the City’s infrastructure systems with other departments.
- Works to ensure conformance with all Provincial and Federal Legislation, Policies and Regulations, in relation to Engineering related services.

Ensuring a performance management system in the Engineering department:

- Approach to recruitment and selection identifies “fit” for positions and for a respectful, productive work environment (balance of skills, experience, qualifications, and key characteristics).
- On-boarding and on-the-job training is comprehensive and supports workplace culture and performance expectations:
  - ensuring Engineering employees are trained, engaged and efficient in performance of their

duties

- conducts performance conversations and follows-up with performance management documentation (performance logs, written discussion summaries, performance evaluations, etc.)
- regular performance feedback is provided; individual 1:1, departmental team meetings, open-door practiced, recognizes good work and provides opportunities for social connection.
- fosters workplace and personal wellness practices that result in productivity and reduced absenteeism.
- Oversees execution of the City’s Health and Safety policy in Engineering:
  - department H&S program and practices are clear and ensure employee understanding and accountability following organization on-boarding.
  - implementing standards of departmental and project safety practices that seek no lost time, lost days or damage to individuals, property, equipment, or the environment.
  - A system is in place to document relevant certifications as required for specific duties.
- Development, delegation and regular interaction with the Engineering Team to:
  - Ensure daily, weekly, and monthly tasks and objectives are achieved.
  - Build skills, address, and adapt to changing priorities.
  - Exchange information, ideas, and suggestions with employees across departments.
  - Ensure performance standards are observed and addressed (encourage positive behaviour/performance, correct poor examples immediately)
- Future-focus of team development, by; identifying hi-potential qualities and developing a succession plan for these individuals
- Employee relations programs and coaching (recognition, social engagement, team spirit) strive to achieve exceptional performance, department morale and retention.

Confident and professional communication and leadership demonstrated by:

- Strong command of English language – vocabulary, document writing practices for business letters, reports, data presentations, technical documents, etc. strong articulation in English language for purpose of council, public and external agency communication.
  - Adapting method of information delivery (verbal, written, electronic) as appropriate to the “audience” – public, internal, council, external agencies, etc.
  - Strong standards of documentation and accuracy (factual) information with demonstrated ability to articulate and respond with expertise.
  - Effective presentation of reports, council briefings, proposals, etc. to council, external agencies, in other public forums with authority and confidence.
- Understanding the structure of the City of Colwood and directing inquiries, responding, and collaborating with confidence, in such interactions as:
  - lending expertise to planning sessions associated with development and capital projects
  - partnering/collaborating with internal departments to adapt existing guidelines, plans, procedures to meet needs of council, residents, etc.
- Taking the lead on making contact and having conversations with co-workers (internal stakeholders), residents and visitors, suppliers, associated or provincial/regional agencies, etc.
- Exercising discretion on what, when and how information should be shared and ensuring confidentiality of information (financial, business, employee) always.
- Adapting to and implementing change as a positive and progressive requirement and engaging and influencing employees and coworkers to buy-in.



- Demonstrating leadership behaviours in all interactions, specifically; respect, resourcefulness, listening (with intent to hear), solutions-focus, teamwork, humour, questioning, analytical, empowerment, assertive, fair, knowledgeable

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES\***

- a degree in Civil Engineering (or similar equivalent)
- a P.Eng designation (or similar equivalent)
- minimum ten years' work experience in public or private sector positions
- excellent written and oral communication skills
- the ability to communicate with and manage contractors, consultants and other service providers who are engaged to provide effective project delivery
- demonstrated success in managing multiple tasks and projects simultaneously, with the ability to prioritize and to react calmly under pressure
- background in project management - budgeting, excel, AutoCAD and MS Project skills
- ability to recognize and select talent and inspire great work from a dedicated team
- good sense of humour (or at least any sense of humour)
- work-life balance which promotes efficiency in the workplace and enjoyment of the surrounding environment

*\*An equivalent combination of education/training and experience may be considered*

### **COMPETENCIES**

#### Leads Self

- Self-Awareness: Is aware of own assumptions, values, principles, strengths and limitations.
- Manages Self: Takes responsibility for own performance and health.
- Develops Self: Actively seeks opportunities and challenges for personal learning, character building and growth.
- Demonstrates Character: Models qualities such as honesty, integrity, resilience and confidence.

#### Engages Others

- Fosters the Development of Others: Supports and challenges others to achieve professional and personal goals.
- Contributes to the Creation of a Healthy Organization: Creates an engaging environment where others have meaningful opportunities and the resources to fulfil their expected responsibilities.
- Communicates Effectively: Listens well. Encourages open exchange of information and ideas using appropriate communication media.
- Builds Effective Teams: Facilitates an environment of collaboration and cooperation to achieve results.

#### Achieves Results

- Sets Direction: Inspires vision. Identifies, establishes and communicates clear and meaningful expectations and outcomes.
- Strategically Aligns Decisions with Vision, Values and Evidence: Integrates organizational mission,



values and reliable, valid evidence to make decisions.

- Takes Action to Implement Decisions: Acts in a manner consistent with the organizational values to yield effective, efficient public-centered service. Demonstrates business acumen by efficiently and effectively identifying and managing human, capital, financial and information resources.
- Assesses and Evaluates Results: Measures and evaluates outcomes. Holds self and others accountable for results achieved against benchmarks. Corrects course as appropriate.

#### Develops Coalitions

- Builds Partnerships and Networks to Create Results: Creates connections, trust and shared meaning with individuals and groups.
- Demonstrates a Commitment to Customers and Service: Facilitates collaboration, cooperation and coalitions among diverse groups and perspectives to improve service.
- Mobilizes Knowledge: Employs methods to gather intelligence. Encourages open exchange of information. Uses quality evidence to influence action across the system.
- Navigates Socio-Political Environment: Is politically astute. Negotiates through conflict. Mobilizes support.

#### Systems Transformation

- Demonstrates Systems/Critical Thinking: Thinks analytically and conceptually; questions and challenges the status quo to identify issues, solve problems and design and implement effective processes across systems and stakeholders.
- Encourages and Supports Innovation: Creates a climate of continuous improvement and creativity aimed at systematic change.
- Strategically Oriented to the Future: Scans the environment for ideas, best practices and emerging trends that will shape the system.
- Champions and Orchestrates Change: Actively contributes to change processes that improve service deliver.

### **REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

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