



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: ENGINEERING – CAPITAL PROJECT LEAD (under review)
DEPARTMENT: ENGINEERING
POSITION TYPE: UNION POSITION
PAY GRADE: PAY GRADE 19
LAST UPDATED: NOVEMBER 2020

NATURE AND SCOPE OF WORK

This is a technical engineering position at a professional level involving field and office assignments under the general direction of the Director of Engineering and Development Services. This position is responsible for providing Capital Project delivery including scope considerations with Council and the public, budget preparation, public engagement, administration and creation of “Request for Proposals” and “Requests for Quotations” and contract administration, engineering investigations, technical review, construction supervision, research and special projects within the Engineering Department, with emphasis on environmental engineering and civil engineering in the delivery of Capital Projects.

The incumbent will be required to assume responsibility for specific projects and provide leadership in project delivery.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Work to ensure the service delivery of Capital Projects is delivered
2. Assist with staffing requirements and needs.
3. Assigns and checks the work of one or more Junior Technical Support staff.
4. Provide cost estimates, specifications, and other details for tendering; reviews and analyses tenders when received; prepares recommendations related to the awarding of contracts.
5. Acts as a liaison with the Council and the Public
6. Act as a liaison with engineering consultants, contractors, public utilities, other Government agencies and Colwood staff on capital projects, special studies or projects.
7. Provides information to the Director of Engineering and Manager of Engineering regarding progress made, or difficulties encountered.
8. Conducts engineering studies of servicing needs.
9. Prepares requests for proposals and performs other activities in connection with the engagement of design consultants.
10. Participates in discussions with reviews and recommendations in regard to major development proposals.
11. Participates in discussions with Council, staff and the general public.



MINIMUM TRAINING AND EXPERIENCE REQUIRED

At least 8-10 experience in the Civil Engineering field in common with at least 5 years directly related experience in Municipal Engineering including the supervision of staff.

Our ideal candidate has a level of education, training and experience equivalent to a Bachelor's Degree in Engineering, is a professional Engineer, an Engineer in training or an Applied Science Technology Civil Engineering Technologist. All people should have experience in Engineering and a minimum of five years in local government experience in delivering engineering services. A Class 5 drivers licence is required.

The preferred candidate will have experience directly managing staff in the Engineering field, including all aspects of staffing.

SKILLS AND ABILITIES

- Knowledge of the principles and practices of Municipal Engineering.
- Ability to work well and independently under pressure with minimal supervision.
- Accuracy in the execution of engineering assignments.
- Understanding of purchasing within Municipal Engineering, including quotation and proposal requirements.
- Ability to establish and maintain effective work relationships with other employees and the general public.
- Ability to make independent investigation and research into engineering needs and problems.
- Ability to make engineering computations, estimates and designs including the preparation of preliminary plans and specifications.
- Demonstrated leadership ability and highly developed interpersonal and communication skills.
- Demonstrated commitment to client focused services and teamwork.
- Ability to integrate administrative, professional and operational aspects of the division throughout the City in an effective and efficient manner.
- Ability to develop and nurture an environment where quality improvement principles are embraced and used on a continuous basis.
- Excellent organizational skills including the ability to prioritize workload and meet deadlines.
- Ability to write and interpret Requests for Proposals
- Ability to work independently in the review of drawings and specifications
- Ability to deal effectively with staff.
- Demonstrated ability to work effectively with a high degree of independence while functioning in a team environment.
- Ability to operate related equipment including software applications.
- Ability to understand cost implications and Asset Management.
- Physical ability to perform the duties of the position.



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. Takes steps to improve Team and City performance.
- 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 to achieve results.

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 delivery.