CITY OF COLWOOD

JOB DESCRIPTION

TITLE: **ENGINEERING PROFESSIONAL**

DEPARTMENT: **ENGINEERING**

POSITION TYPE: **UNION POSITION**

PAY GRADE: **PAY GRADE 18 (Subject to Review)**

LAST UPDATED: **SEPTEMBER 2020**

NATURE AND SCOPE OF WORK

Reporting to the Director of Engineering and Development, the ENGINEERING PROFESSIONAL will contribute to the overall leadership of the City of Colwood as a member of the municipal team and is responsible for work within the Engineering Division in the delivery of efficient and effective planning, protection and maintenance of City of Colwood's natural and built environment, while ensuring the City's engineering standards and bylaws are current and adhered to in order to achieve the City's goals. The incumbent's responsibilities are Engineering and Development Department wide, and not limited to the Engineering Division.

The Engineering Professional is accountable for safe work practices by exercising due diligence and understanding the role of WorkSafe BC and the statutory and regulatory requirements. The Manager will promote safety through their active participation in all aspects of OSH programs including regular inspections, safety meetings, investigations and safety events.

Travel may be required to conduct project review and/or to attend courses as approved by the Director of Engineering and Development.

TYPICAL DUTIES AND RESPONSIBILITIES

1.   Works in collaboration with the Director on all manner of issues (ranging from minor to complex) regarding matters of major impact.

2.   Works collaboratively with the Engineering, Public Works, Development services, Long Range Planning and Sustainability teams and all other City departments, Local Governments, agencies, consultants, developers and the general community to achieve Engineering objectives.

3.   Helps to develops and evaluate short and long-range service objectives for the Engineering Division, but within the context of the whole department in support of the identified strategic direction of the City of Colwood.

4.   Participates with Engineering tasks and reviews associated with development and capital projects, construction management, supervision and overview of development projects, capital projects and unique projects as assigned.

5. Participates as a member of the City's leadership team in the planning process to ensure fully integrated, high quality and cost-effective service is delivered.

6. Partakes in the development, implementation and review of departmental policies, procedures and bylaws to ensure they comply with legislative requirements, municipal bylaws, City policies, professional and legal standards.

7. Assists in the Development annual operating and capital budgets for the division and ensures expenditures are within established parameters.

8. Ensures a client focused approach to service delivery through planning, developing and evaluating short and long-range goals and objectives, policies and procedures, and operational opportunities for improved levels of service.

9. Provide cost estimates, specifications, and other details for tendering; reviews and analyses tenders when received; prepares recommendations related to the awarding of contracts.

10. Assigns and checks the work of one or more Technical Support staff within the Engineering Department.

11. Pursues improved quality of services by planning, implementing and verifying improvements in key processes in working with the Director. Liaises with clients in order to identify areas of improvement, provide technical advice and resolve issues.

12. Liaises with senior governments, the Capital Regional District and the member municipalities within the Capital Region as they relate to the Engineering Department.

13. Supports public participation in the City's initiatives through meaningful public engagement, customer service, and community outreach strategies.

14. Attends Council and Committee meetings as required and gives advice to Council.

15. Assists with engineering record keeping, mapping, GIS, and engineering related permits, ensuring coordination with the Development Division.

16. Performs other related duties as assigned by the Director of Engineering and Development.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

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.

SKILLS AND ABILITIES

— 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.