

CITY OF COLWOOD

JOB DESCRIPTION

TITLE: MANAGER OF ENGINEERING

DEPARTMENT: ENGINEERING AND DEVELOPMENT

POSITION TYPE: FULL-TIME PERMANENT EXEMPT POSITION

LAST UPDATED: June 2019

NATURE AND SCOPE OF WORK

Reporting to the Director of Engineering and Development, the Manager of Engineering contributes to the overall leadership of the City of Colwood as a member of the municipal leadership team and is responsible for managing 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 Manager of Engineering 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. Develops and evaluates 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.
2. 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.
3. Develops, implements and reviews departmental policies, procedures and bylaws to ensure they comply with legislative requirements, municipal bylaws, City policies, professional and legal standards.
4. Monitors and evaluates the achievement of service objectives for the Engineering Division. Consults and negotiates with other departments in order to improve service, streamline processes, provide professional advice, reduce costs, facilitates consensus and resolve issues.
5. Provides leadership to the Engineering Division through coaching, mentoring and performance management. Ensures continuing staff development, education and training is provided, within

budget guidelines, to maintain staff at a high level of knowledge and skill.

6. Develops annual operating and capital budgets for the division and ensures expenditures are within established parameters.
7. Hires staff, train, supervises, conducts performance appraisals, disciplines and terminates staff in the Engineering division..
8. Interprets and applies the collective agreement for unionized team members. Represents the Employer in labour relations matters and determines the disposition of grievances in consultation with Human Resources.
9. 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.
10. Pursues improved quality of services by planning, implementing and verifying improvements in key processes. Liaises with clients in order to identify areas of improvement, provide technical advice and resolve issues.
11. Liaises with senior governments, the Capital Regional District and the member municipalities within the Capital Region as they relate to the Engineering Department.
12. Supports public participation in the City's initiatives through meaningful public engagement, customer service, and community outreach strategies.
13. Attends Council and Committee meetings as required and gives advice to Council.
14. Oversees engineering record keeping, mapping, GIS, and engineering related permits, ensuring coordination with the Development Division.
15. Performs other related duties as assigned by the Director of Engineering and Development.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

A level of education, training and experience equivalent to a Bachelor's degree in a related discipline such as Engineering or Applied Science Technologist and Technicians (ASTT) and five (5) years' experience in local government, which includes leadership and departmental management.

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 deal effectively with staff.
- Demonstrated ability to work effectively with a high degree of independence.
- 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.
- Demonstrated understanding of operations and Public Works.

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.