

## **TERMS OF REFERENCE**

### **ENGINEERING MANAGER**

#### **FUNCTION:**

*The Engineering Manager is responsible to the Director of Engineering and Public Works for the effective delivery of engineering, construction and infrastructure planning services for the City of Terrace.*

#### **GENERAL RESPONSIBILITIES:**

- 1. To be responsible for the design and implementation of municipal infrastructure projects including water supply and distribution, sanitary sewer collection and treatment, storm sewers and roads.*
- 2. To administer and manage municipal infrastructure projects, and ensure long-term infrastructure needs are identified, evaluated and planned for.*
- 3. To prepare analytical reports and cost estimates for road works, water, drainage and sewage projects.*
- 4. To develop creative solutions to meet requirements of environmental protection, public accountability, project performance, quality and cost control, and scheduling.*
- 5. To approve subdivision/development construction drawings submitted by developers and consultants, for current and future City infrastructure. Review and recommend approval of utility drawings and applications for works on City right-of-ways.*
- 6. To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.*
- 7. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.*
- 8. To ensure that evaluative reports on all staff under his/her jurisdiction are undertaken on an annual basis.*
- 9. To make recommendations regarding staff training, attendance at seminars, conferences, etc.*

10. *To be responsible for the first step of the grievance procedure for employees under his/her jurisdiction.*
11. *To assist in the preparation of the annual capital and operating budget for the Engineering Services Department.*
12. *To approve financial and operating transactions, for the Engineering Services Department.*
13. *To attend the public, contractors, developers, City staff and Council, as required, for the purposes of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.*
14. *To recommend to the Director of Public Works, bylaws, policies and procedures required to regulate the operation of the Engineering Services Department.*
15. *To prepare reports and maintain such records and information as may be necessary to perform this function.*
16. *To carry out additional related tasks and functions, as assigned by the Director of Public Works, or the Chief Administrative Officer.*