

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. The Engineering Manager plays a key role in the project management and oversight of the City's capital infrastructure projects.

SUBORDINATES:

- Engineering Department Staff

GENERAL RESPONSIBILITIES:

- 1. To be responsible for coordinating 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 with consultation with suitable professionals and City staff as required.*
- 6. Review and recommend approval of utility drawings and applications for works on City rights-of-way.*
- 7. To hire, plan, direct, coordinate, administer and supervise the -day-to-day activities of staff working directly under their jurisdiction, and to take any disciplinary or termination action, as appropriate-.*

8. *To ensure that employees under their jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.*
9. *To ensure that evaluative reports on all staff under their jurisdiction are undertaken on an annual basis.*
10. *To make recommendations regarding staff training, attendance at seminars, conferences, etc.*
11. *To be responsible for the first step of the grievance procedure for employees under their jurisdiction.*
12. *To assist in the preparation of the annual capital and operating budget for the Engineering Services Department.*
13. *To approve financial and operating transactions, for the Engineering Services Department.*
14. *To communicate with 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 their jurisdiction.*
15. *To recommend to the Director of Engineering and Public Works, bylaws, policies and procedures required to regulate the operation of the Engineering Services Department.*
16. *To prepare reports and maintain such records and information as may be necessary to perform this function.*
17. *To carry out additional related tasks and functions, as assigned by the Director of Engineering and Public Works, or the City Manager.*

MINIMUM TRAINING AND EXPERIENCE:

1. *A two-year diploma in Civil Engineering Technology from a recognized institution.*
2. *Registration as an A.Sc.T with the Applied Science Technologists and Technicians of BC.*
3. *Minimum five years of related experience.*

4. *Demonstrates resourcefulness and strong initiative to collaborate across disciplines and organizational teams. Ability to act as a resource to staff and provide sound and practical guidance for unusual or problem situations.*
5. *Proven contract administration and project management skills. Demonstrated ability to organize and prioritize a complex series of project components to meet multiple time-based deliverables requiring a high level of detail and accuracy. Ability to resolve problems within established guidelines and procedures; ability to use judgment to determine which methods are applicable in any given situation.*
6. *Experience with budget preparation and management.*
7. *Sound analytical thinking, planning, prioritization, and execution skills.*
8. *Solid understanding of CAD drafting software.*
9. *Management and leadership experience with experience in a unionized environment.*
10. *Certification in Professional Project Management or a related field is an asset.*
11. *Membership or eligibility for immediate membership as a registered Professional Engineer (P.Eng) with the Engineers and Geoscientists of British Columbia (EGBC) is an asset.*