

Job Information

Job title	Engineering Supervisor	Job Code: SUPENG	Pay Grade: S
Title of immediate supervisor	Division Manager		
Department/Division	Engineering		
Prepared by	N. Pallan		
Date Created	January 20, 2017	Revised date	July 12, 2017
Dept Head Signature	Originally Signed by Harley Machielse	Date	July 18, 2017

Job Purpose

Performs technical duties in the field of civil engineering as well as administrative and supervisory duties in either the Transportation & Development Services Division or Underground Services Division. Assists the Division Manager in carrying out engineering analyses, design, and project management of related projects and programs, as well as the day to day operations of their respective sections. Provides in-house technical expertise at a semi-professional level related to municipal infrastructure for the purposes of planning, developing and implementing the capital program in accordance with District plans and objectives. Coordinates and directs section staff in all aspects related to their daily work and operations.

Duties and Responsibilities

All Sections:

- Supervises and provides direction to technical staff within the Section; plans, assigns and reviews their work, conducts performance evaluations, coaches, and performance manages employees.
- Develops and maintains processes and documentation of Section activities, identifying, collating, amalgamating and prioritizing elements of work including calls for services, design circulations and capital projects.
- Undertakes long term planning of municipal infrastructure, determines the need for engineering studies, and oversees the development and implementation of projects and associated budgets.
- Coordinates and undertakes research, data collection and policy analysis and provides advice and recommendations on engineering best management practices and policy.
- Oversees the development of in-house municipal infrastructure design drawings for Engineer's endorsement.
- Reviews project progress regularly and ensures that engineering work is completed according to engineering standard practices and specifications, within planned budgets and adheres to applicable environmental, public health, safety, legislation, policies and procedures.
- Coordinates all phases of capital works projects, including requests for proposals for services, consultant selection and engagement; establish scope of work for technical studies, preparation of preliminary and final engineering design, public/stakeholder consultation, preparation of cost estimates and specifications, preparation of tender documents, analysis and tabulation of bids, review of insurance and bond documents, review of job cost allocations, and the tracking and reconciliation of project finances.
- Coordinates field inspection of construction projects and may negotiate required adjustments with contractors; perform Contract Administrator duties.
- Recommends servicing requirements for Development Applications based on corporate standards and specifications, industry best practices and sound analysis of infrastructure capacity.
- Represents municipality and assists in or facilitates Open Houses, Workshops and other citizen participation projects.
- Maintains regular liaison with municipal crews, contractors, engineering consultants, utility companies, suppliers, government agencies, public and other involved stakeholders referring non-routine matters to Division Manager.
- Assists the Manager in expediting and coordinating projects, both in administration and communication.

- Keeps the Division Manager informed of items of significance and/or refers more complex matters for advice and guidance.
- Liaises with other Engineering and inter-departmental staff members on section related initiatives and projects. .
- Attends Council Meetings and/or Public Hearings, representing the Engineering Department when required.
- Performs other related duties as required.

Transportation & Development Services Division

- Oversees traffic signal system requirements including traffic controller timing, as well as traffic controls for pedestrians, cyclists, transit and vehicles.

Underground Services Division

- Coordinate the development and maintenance of underground infrastructure network models to support operational programming, determine development related impacts and capacity assessments. Oversee network modelling analyses of underground infrastructure as completed by staff and provides guidance as needed.

Qualifications

All Sections:

- Registered as an engineering technologist with ASTTBC or registered in a professional capacity with APEGBC.
- Diploma in Civil Engineering Technology.
- Eight years of progressive technologist experience in a related position specific to the section.
- Supervisory skills training including one year supervisory experience in related operational work area, preferably in an unionized environment; Experience and courses/training related to the scoping, design and project management of municipal infrastructure projects, tender/contract preparation, cost estimating, budget controls and contract administration, field inspections, and project close out processes.
- Conversant with computer based engineering applications such as AutoCAD, GIS, computer modelling, and spreadsheets.
- Knowledgeable of the principles of municipal civil infrastructure Asset Management, and/or training in the field, would be considered a valued asset.
- PMP certification would be considered a valued asset.
- An equivalent combination of education and experience may be considered.
- A valid Class 5 BC Driver's Licence.

Transportation, Engineering Section

- Considerable knowledge of Traffic Engineering practices and principles.
- Extensive experience and completion of courses/training related to transportation engineering such as travel demand forecasting and analyses, multi-modal traffic operations, intersection and traffic signal timing analyses, safety audits, active transportation and urban street design, electrical design and urban planning would be considered a valued asset.

Transportation, Design Section

- Experience and courses/training in multi-modal transportation principles and design would be considered a valued asset.

Underground Services, Infrastructure Delivery Section

- Experience and courses/training in the techniques of trenchless construction practices would be considered a valued asset.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.