

ROLE SUMMARY

Reports to the Senior Manager of the Water Resources Division, the Manager of Infrastructure Planning & Analysis is responsible for leading a team of engineering professional and unionized technicians in the development and preparation of asset management plans for the water, sanitary sewer and storm drainage infrastructure (water resources infrastructure) including utilities master plans and stormwater management plans; resources and delivers on strategic priority initiatives; prepares and maintains the 5 year capital plans for infrastructure renewal and replacement balancing the needs of aging infrastructure, community growth and regulatory requirements; advises on servicing requirements for complex development applications based on system impacts and optimization; provides operational technical support to field personnel; and oversees the maintenance of the department's GIS services and data.

The Manager guides the technical work of the team and provides quality control of engineering work under the District's Permit to Practice requirement. Works in the departmental Project Management Framework of tools and is responsible for assigned project budgets.

Builds and maintains strong working relationships with staff across the corporation, external agencies, the engineering consulting community, technical vendors, developers and liaises with the public as needed to complete section work plans and support intra or inter-departmental initiatives.

QUALIFICATIONS

- Bachelor of Applied Science in Civil Engineering or related field.
- Membership as a Professional Engineer (P.Eng.) with Engineers and Geoscientists of British Columbia (EGBC)
- Eight (8) years of progressive experience in a related position with a focus on water resources engineering program, project and systems management including The ability to lead a professional team in delivering on priority initiatives through partnerships with internal and external stakeholders.
- An equivalent combination of education and experience may be considered
- Professional knowledge and diverse experience in the principles, methods and procedures applicable to water resources infrastructure; specifically experience in the optimization of water, sanitary sewer and drainage systems for establishing the short and long term renewal priorities and experience in the development of designs for the same.
- Excellent communication skills to effectively communicate to both technical and non-technical audiences - ability to make clear, concise and well organized oral and written communications and presentations.
- Demonstrated ability in budgeting and accounting, specifically within the public sector environment.
- Proven experience and expertise in asset management.
- Demonstrated ability to write, revise and review reports, policies and plans for water resources infrastructure.

- Knowledge of and the ability to interpret and apply relevant legislation, bylaws, rules, regulations, policies and procedures applicable to water, sanitary sewer and storm drainage infrastructure.
- Ability to develop, evaluate, and administer procurement process and services contracts.
- Demonstrated ability to supervise, coach and guide employees, including in a unionized environment.
- Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector.
- Experience with GIS systems would be considered an asset.
- Possession of a valid B.C. Class 5 Driver's License and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.

Major Accountabilities

Advice & Support

- Serves as a key member of the Department Management Team and a Subject Matter Expert in technical and policy areas related to water resources engineering.
- Acts as a Department technical resource for complex development applications, cross-departmental and inter-governmental projects based on regulatory requirements, strategic implications, impact to infrastructure, standards, bylaws and sound engineering judgement.
- Prepares engineering reports and drives the development of infrastructure long range capital plans.
- Interprets policy and regulation relating to water resources engineering and directs work accordingly.
- Provides reasoned and balanced advice to internal stakeholders. This extends to the preparation of Council Reports, presentations, memorandum and other materials or the quality control of work product prepared by own team.
- Attends Committee and Council meetings on behalf of the Engineering Department as appropriate.
- Keeps the Senior Manager apprised of operational developments that relate to the interests of the Department or the District.
- Builds and maintains strong relationships with external agencies, the engineering consulting community and stakeholder groups, including government representatives, and manages cross-functional internal relationships.

Leadership of Staff

- Provides operational leadership in the Infrastructure Planning & Analysis section.
- Establishes work plans and sets priorities for Section relevant to Division, Department, and Corporate objectives.

- Ensures Corporate policies and standards are consistently applied and adhered to by the Section staff.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by the section. Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.
- Evaluates the work of subordinate staff, guides them and identifies needs for development.
- Ensures Section engineering work is performed in accordance with Department Permit to Practice and Professional Practice Manual requirements, including technical requirements and records retention/ document management.
- Leads recruitment, orientation and training of new staff in accordance with District policies.
- Recommends amendments to Section activities or procedures and implements changes as accepted by Division Senior Manager.
- Oversees section budget preparation and administration; monitors and ensures the control and accountability for expenditures within purchasing authority and policy requirements;
- Oversees the implementation of the District's health and safety program within the Section in accordance with the organization's strategic goals and legal requirements.

Division Operations

- Direct the development and maintenance of water resources infrastructure master and asset management plans to meet regulatory requirements and current engineering best practices.
- Establishes water, sanitary sewer and storm drainage infrastructure renewal priorities based on master and asset management plans, operational needs, legislative requirements, strategic priorities and emerging priorities.
- Develops programming for the annual and 5-year capital budgets for water, sanitary sewer and storm drainage infrastructure to meet Department objectives and funding envelop.
- Ensures sufficient programming development to maintain staff work flow to Design & Construction Section and Capital Crews.
- Conducts technical peer review of professional engineering work products generated in own team.
- Maintains and undertakes updates to municipal engineering standards, specifications and design guidelines for water resources infrastructure.
- Established Terms of Reference for strategic projects, bylaw updates, and other complex projects; as required, coordinates and manages engineering consultants in the execution thereof.
- Ensures consistent application of municipal engineering standards, engineering department policies, practices, procedures, applicable bylaws, and best practices; including the Project Management Framework of tools and IAP2 framework for public participation.

- Oversees departmental GIS system, data integrity and initiatives;
- Oversees section budget preparation and administration; monitors and ensures the control and accountability for expenditures within purchasing authority and policy requirements;
- Remains current in new technologies, design criteria and specifications related to water resources infrastructure.
- Monitors section projects, initiative and programs to meet schedule, budget and ensure high quality deliverables.
- Liaises with internal and external stakeholders as required to ensure coordination of planning initiatives and capital works..