

**ROLE SUMMARY**

Reporting to the Manager of Infrastructure Planning & Analysis, the Utilities Engineering Program Manager is responsible for leading a unionized, technical team in the development and implementation of utilities master plans, asset management plans, policies and technical initiatives for the sustainability of the District's linear underground infrastructure and related facilities; and play a pivotal role in achieving compliance objectives from the Regional Liquid Waste Management Plan. This includes all activities from project identification, data gathering and analysis, to project scoping, implementation, and monitoring and reporting on progress. The role engages with municipal and regional partners to advance common infrastructure management goals and represents the municipality in regional project partnerships and pursues alternate funding for special initiatives.

The role works in the departmental Professional Practice Management Plan (PPMP), the Project Management Framework of tools, and is responsible for assigned budgets.

Establishes and maintains strong working relationships with employees, consulting professional engineers, external special interest groups, other government agencies, developers and the public as needed to complete work plan priorities and achieve goals.

**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)
- Six (6) years of progressive experience in a related position with a focus on stormwater management and water resources engineering.
- At least one year of supervisory experience, including in the review and certification of engineering work completed by subordinates.
- Project Management Professional (PMP) certification would be considered a valued asset.
- An equivalent combination of education and experience may be considered
- Professional knowledge and experience in the principles, methods and procedures applicable to potable water, sanitary sewer and drainage sewer management and related infrastructure design.
- 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 to prepare reports, policies, plans and designs for water resources infrastructure.
- Ability to independently lead projects and develop partnerships with internal and external stakeholders.
- Knowledge of and the ability to interpret and apply relevant legislation, bylaws, rules, regulations, policies and procedures applicable to natural waters and the sustainability thereof.
- Knowledgeable of the principles of municipal asset management for linear infrastructure.
- Demonstrated leadership and project management skills.

- Ability to develop, evaluate, and administer procurement processes and contracts.
- Demonstrated ability to supervise, coach and guide employees in a unionized environment.
- Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector
- Proficiency using Microsoft office programs, including Word, Excel, PowerPoint and Publisher.
- 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 formulating and driving initiatives to realize key goals and objectives.
- Acts as Technical Expert in their field for Department and other Corporate teams. Provides sound technical advice upon which they can rely.
- Interprets policy and regulation relating to water resources engineering and directs work accordingly.
- Prepares engineering reports in response to Corporate issues or initiatives.
- Represents the Department in Regional Committees related to utilities management
- Prepares relevant Council correspondence including staff reports and presentations, as needed.
- Present information to Council or Committees of Council, as requested.
- Builds relationships and ensures collaboration with other sections, divisions, departments and external agencies.

### **Leadership of Staff**

- Provides operational and professional leadership within work group.
- Establishes work plans and sets priorities for own team 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 engineering work of team 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 assigned 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**

- Prepares and maintains master and asset management plans to meet regulatory requirements and current engineering best practices.
- Establishes policy goals and objectives in support of long range planning documents related to the water and sewer utilities and the piped/urban drainage infrastructure.
- Analyses and recommends capital programming for annual and 5-year capital budgets and develops related cost estimates for all three program streams.
- Develops and implements programming to meet legislated requirements, specifically related to the Regional Liquid Waste Management Plan (LWMP). Prepares annual reporting on behalf of the District.
- Establishes servicing requirements for development applications based on impact to infrastructure, standards, bylaws and sound engineering judgement; provides engineering review and comments on intra-department/inter-governmental design circulations.
- Prepares and maintains related bylaw, policies, practices, procedures and other complex projects relevant to area of practice.
- Prepares technical documents, reports and plans and certifies such as professional engineer of record.
- Establishes scope and delivers on assigned projects or programs; coordinates and manages engineering consultants in the execution thereof; reviews, accepts/rejects draft and final deliverables.
- Reviews and recommends acceptance/rejection of sewer service boundary expansion proposals based on bylaws and corporate policies.
- Recommends updates to engineering specifications, standards and guidelines to meet best practices or changes in requirements.
- 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.
- Conducts technical review of engineering work products generated in own team to ensure requirement of professional practice.
- Develops and manages infrastructure hydrologic and hydraulic model; directs scenario analysis; evaluates results and recommends changes as needed.
- Provides professional engineering support for Public Works Division maintenance activities.
- Liaises with internal and external stakeholders as required to ensure coordination of work or as technical specialist.