



## **JOB DESCRIPTION**

**Job Title:** Lead Engineering Technologist – Operations  
**Direct Supervisor:** Director of Operations  
**Hours:** Full-time (as per CUPE Agreement)  
**File Reference:** 07-2560-02

**Affiliation:** CUPE 374  
**Salary:** \$50.75/Hr (2021 Rate)  
**Date Approved:** Dec14,2020

### **Position Summary**

Reporting to the Director of Operations, the Lead Engineering Technologist is accountable for ensuring work is performed and processes are executed for the District of Sooke following sound engineering principles and standards. Primary obligations for this position will support capital infrastructure projects, subdivision, and developments, as well as operational maintenance contracts. Work will include the supervision of staff and contractors, contract tendering, co-ordination of work activities with public and private utilities, developers, and regular contact with community representatives, elected municipal officials, and members of the public. Considerable latitude for the use of independent judgment and initiative is required in all phases of the work.

### **Nature & Scope of Work**

1. Assists the Director in supervising and managing personnel in the engineering division by mentoring and assisting Engineering Technologist positions while providing guidance, organization, and distribution of assignments accordingly to ensure departmental responsibilities and deadlines are met.
2. Engages in all aspects of the scope of work included in the District's Engineering Technologist positions providing technical expertise while prioritizing and delegating workloads accordingly.
3. Provides overall administration for the engineering division including coordination and direction of office and field activities within the department while integrating support required for other departments.
4. Develops overall goals and objectives for the engineering division by overseeing and participating in the District's five-year financial planning process which will include preparing annual departmental operating budgets, work plans, as well as capital project budgets and strategies; estimates cost and relative project priorities, resulting in project section for consideration in five-year financial plans.
5. Develops, implements, and oversees project related scope of work, schedules, and budgets.
6. Prepares contract specifications and oversees the administration of request for proposals, contract documents, and tender documents, as well as overseeing large capital project coordination where contract administration may be awarded to consultants.
7. Provides contract oversight and administration including overseeing, directing, liaising, and negotiating with contractors and consultants to deliver projects on time and within budget.
8. Ensures current standards are adhered to for design, construction, and operational matters by providing technical referrals for subdivision and developments.
9. Participates in other infrastructure engineering projects, as directed, which may include wastewater, parks, and environmental services.
10. Supports the Director in Coordinating and directing the work of staff and contractors ensuring municipal standards and infrastructure work objectives are effectively and efficiently met.
11. Oversees and assists with the management of consultants engaged by the District in the development of infrastructure plans, services, engineering studies/reports and the design and construction of capital projects.
12. Proactively plans improvements to the District's infrastructure to meet short and long-term goals of the District's master plans.
13. Investigates the District's capital projects; performs survey work, data collection, computer drafting, cost estimating, modeling, and analysis.

14. Conducts and coordinates weekly meetings with Engineering Technologist and Land Development Technician positions to facilitate and implement a structured process ensuring deadlines are achieved for operational referrals, design drawing acceptance, and final inspections for subdivisions and developments.
15. Oversees the process, reviews, and accepts construction plans for development proposals submitted to the municipality for approval; reviews and accepts infrastructure construction.
16. Inspects infrastructure construction and maintenance works to ensure compliance with related District contracts, bylaws, standards, and policies.
17. Implements asset management strategies and ensures all requirements for final subdivision approvals and construction acceptance are satisfied
18. Supports and works in alignment with the Land Development Technician and Head of GIS positions to review, track, and implement requirements for works & services, latecomer agreements, development cost charges, as well inclusions into the Sewer Specified Area (SSA).
19. Analyzes infrastructure capacities and identifies deficiencies in the District's wastewater collection model, in alignment with the Manager of Wastewater, to identify critical capital projects in conjunction with tracking and analyzing sewer service reviews for connection requests and inclusions into the SSA.
20. Reviews, makes revision recommendations, and updates Operations Department Policies, Bylaws, and Procedures when required.
21. Oversees the administration of the District's road maintenance contract and reviews/approves permit applications for work within District road right of ways.
22. Prepares reports and presentations for Council by conveying complicated technical information concisely for non-technical audience, as required.
23. Responds to enquiries and provides technical advice to both internal and external clients including the public, contractors, consultants, and other government agencies.
24. Participates in the District emergency program and is available to respond to after hour emergencies.
25. Participates in the recruitment of positions for the department.
26. Provides regular performance evaluations and probationary evaluations.
27. Performs other related duties as required.

### Knowledge, Abilities & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters as required.
3. Ability to work well under pressure and to a deadline.
4. Ability to work varied hours as necessary to meet the requirements of the position.
5. Ability to research techniques with exceptional analytical skills; ability to access and use information and statistics.
6. Thorough knowledge of business English.
7. Thorough familiarity and proficiency with Microsoft Office, Database and Engineering Application programs.
8. Knowledge of Tempest, AutoCAD, and GIS is considered an asset.
9. Working knowledge of adopted District document management practices.
10. Working knowledge of the operations and functions of other District departments.
11. Working knowledge of related municipal legislation, i.e. *Local Government Act, Community Charter*.
12. Working Knowledge of asset management, budgeting, estimating, and costing procedures.
13. Working Knowledge of and skills in planning, design, and contract administration.

14. Extensive knowledge of engineering practices, methods, and techniques used in municipal / civil engineering for planning, analysis, design, and subdivisions, as well as equipment used in civil infrastructure / utility construction and operation.
15. Extensive working knowledge of Master Municipal Construction Documents (MMCD) and contract documents, as well as knowledge of Canadian Construction Documents Committee (CCDC) contracts.
16. Strong written and verbal communication skills including public speaking and presentation skills.
17. Ability to effectively read and interpret information, present numerical data in a resourceful manner, skillfully gather and analyze information and ability to present to the public and Council.
18. Ability to be a self-starter and exercise independent judgment.
19. Excellent organizational skills, the ability to prioritize work and have a high attention to detail.
20. Supervisory skills and ability to coordinate, mentor and energize technical staff and contractors.
21. Demonstrate proficiency in the core competencies of:
  - a) Adaptability: Willingness to be flexible in a changing environment
  - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
  - c) Effective Communication: Communicates effectively with others
  - d) Problem Solving: Recognizes and acts to resolve problems
  - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
  - f) Customer Focus: Provides excellent service to both internal and external customers

## Training & Experience Requirements

1. Diploma in Civil Engineering Technology from a recognized institute of technology and eligibility to be registered as an Applied Science Technologist (AScT) in BC.
2. Degree in Civil Engineering with an EIT designation in conjunction with Diploma in Civil Engineering Technology would be considered an asset.
3. Project Management Professional (PMP) Certification would be considered an asset.
4. Education and training in Public Administration would be considered an asset.
5. Ten (10) years' prior job-related experience in a similar position or an equivalent combination of training and experience.
6. Minimum five (5) years of supervisory experience or an equivalent combination of training and experience.
7. Supervisory experience is preferred.
8. Valid Class 5 B.C. Driver's Licence.

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The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

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 Jeff Carter  
 Director of Operations

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 Date

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 Norm McInnis  
 Chief Administrative Officer

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 Date