



JOB DESCRIPTION

Job Title: **Lead Engineering Technologist**
Reports To: Manager of Engineering and Infrastructure
Pay Grade: 10

Affiliation: CUPE Local 374
Hours per Week: 35
Approval Date:

Position Summary

Reporting to the Manager of Engineering and Infrastructure, the Lead Engineering Technologist is accountable for ensuring work is performed and processes are executed for the District of Sooke (District) 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 employees 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 and Scope of Work

1. Assists in supervising and overseeing personnel in the division by mentoring and assisting the divisional employees while providing guidance, organization, and distribution of assignments accordingly to ensure divisional responsibilities and deadlines are met.
2. Engages in all aspects of the scope of work included in the divisional employees' positions providing technical expertise while prioritizing and delegating workloads accordingly.
3. Provides overall administration for the division including coordination and oversight of office and field activities within the division while integrating support required for other departments.
4. Develops overall goals and objectives for the division by overseeing and participating in the District's five-year financial planning process which will include preparing annual divisional 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, guiding, 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. Reviews legal documentation such as Statutory Rights-of-Way, Covenants, Easements, and any other charges required for subdivision and development.
10. Participates in other infrastructure division projects, as directed, which may include wastewater, parks, and environmental services.
11. Supports in the coordinating and overseeing the work of employees and contractors ensuring municipal standards and infrastructure work objectives are effectively and efficiently met.
12. 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.

13. Proactively plans improvements to the District's infrastructure to meet short and long-term goals of the District's master plans.
14. Investigates the District's capital projects; performs survey work, data collection, computer drafting, cost estimating, modeling, and analysis.
15. Conducts and coordinates weekly meetings with division 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.
16. Oversees the process; reviews, and accepts construction plans and legal documentation for development proposals submitted to the municipality for approval; reviews and accepts infrastructure construction to ensure compliance with related District contracts, bylaws, standards, and policies.
17. Inspects infrastructure construction and maintenance works.
18. Implements asset management strategies and ensures all requirements for final subdivision approvals and construction acceptance are satisfied
19. Supports and works in alignment with the Land Development Technician position to review, track, and implement requirements for works & services, latecomer agreements, development cost charges, as well inclusions into the Sewer Specified Area (SSA).
20. 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.
21. Reviews, makes revision recommendations, and updates Operations divisional and departmental Policies, Bylaws, and Procedures when required.
22. Oversees the administration of the District's road maintenance contract.
23. Reviews/approves permit applications for work within District road right-of-ways and works to ensure compliance with related District contracts, bylaws, standards, and policies.
24. Prepares reports and presentations for Council by conveying complicated technical information concisely for non-technical audience, as required.
25. Responds to enquiries and provides technical advice to both internal and external clients including the public, contractors, consultants, and other government agencies.
26. Participates in the District emergency program and is available to respond to after hour emergencies.
27. Participates in the recruitment of positions for the division.
28. Provides regular performance evaluations and probationary evaluations for divisional employees.
29. Performs other related duties as required.

Knowledge, Skills, and Abilities 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 at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge of business English.
6. Thorough familiarity and proficiency with Microsoft Office Online, records management application, and land management application, Database and Engineering Application programs, and the ability to learn other software systems as required.

7. Working knowledge of adopted District document management practices.
8. Working knowledge of the operations and functions of other District departments.
9. Working knowledge of related municipal legislation, including *Local Government Act, Community Charter, and Freedom of Information and Protection of Privacy Act (FOIPPA)*.
10. Working Knowledge of asset management, budgeting, estimating, and costing procedures.
11. Working Knowledge of and skills in planning, design, and contract administration.
12. 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.
13. Extensive working knowledge of Master Municipal Construction Documents (MMCD) and contract documents, as well as knowledge of Canadian Construction Documents Committee (CCDC) contracts.
14. Strong written and verbal communication skills including public speaking and presentation skills.
15. 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.
16. Ability to be a self-starter and exercise independent judgment.
17. Excellent organizational skills, the ability to prioritize work and have a high attention to detail.
18. Supervisory skills and ability to coordinate, mentor and energize technical staff and contractors.
19. Strong interpersonal skills and written and verbal communication skills.
20. Excellent organizational and time management skills.
21. Excellent team building skills.

Training and Experience Requirements

1. A diploma in Civil Engineering Technology.
2. Must be able to obtain and maintain registration as an Applied Science Technologist (AScT) in BC.
3. A minimum of seven (7) years' prior job-related experience in a similar position, including five (5) years of supervisory experience and five (5) years' experience within a municipal environment.
4. Valid Class 5 B.C. Driver's Licence and a current BC Drivers Abstract.
5. A satisfactory Police Information Check.

The previous statements reflect the general duties considered necessary to describe the principal 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:

 Jeff Carter
 Director of Operations

 Date

 Don Schaffer
 Interim Chief Administrative Officer

 Date