



JOB DESCRIPTION

Job Title: **Lead Engineering Technologist**
Supervisor: Manager, Engineering & Infrastructure
Status: Full Time Permanent
Revision Date: February 23, 2024

Affiliation: CUPE Local 374
Salary: \$54.67 per hour
Hours: 35 hours per week
Competition #: 2024-009

Position Summary

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 overseeing and managing the processing and review of development applications. Work will include the supervision of employees and co-coordination 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

- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leave and initiation of discipline process.
- Directs divisional goals through District's five-year financial planning, preparing annual budgets and assessing project priorities for inclusion.
- Drafts contract specifications, manages requests for proposals, contract, and tender documents, and coordinates large capital projects, potentially awarding contract administration to consultants.
- Oversees contract negotiation and administration, develops, and ensures projects meet budget, schedule, and coordinates staff and contractors to achieve municipal standards, and manages consultants for infrastructure planning, project design and capital projects.
- Plans, approves, and oversees master infrastructure improvements for the District, ensuring compliance with contracts and policies, and ensures all requirements for subdivision and construction approvals are satisfied; participates in other infrastructure division projects such as wastewater, parks, and environmental services.
- Evaluates and approves construction plans and legal documents for development proposals submitted to the municipality, including Statutory Rights-of-Way, Covenants, Easements, and other necessary charges for subdivision and development.
- Leads weekly meetings with division and Land Development Technician roles to ensure timely completion of operational tasks for subdivisions and developments and works closely with the Land Development Technician to manage works and services, latecomer agreements, charges, and Sewer Specified Area inclusion.
- Assesses infrastructure capacities and identifies deficiencies in the District's wastewater system, working with the Wastewater Manager; determines critical capital projects and monitors sewer service reviews for connection requests and SSA inclusions.
- Manages the District's road maintenance contract and approves permit applications for work within District road right-of-ways, ensuring compliance with relevant contracts, bylaws, standards, and policies.
- Oversees division administration, coordinating office and field activities. Reviews and updates Operations divisional policies and procedures as necessary.
- Creates reports and presentations for Council, summarizing complex technical details in a clear and understandable manner for non-technical audiences, as needed.

- Addresses inquiries and offers technical guidance to internal and external stakeholders, including the public, contractors, consultants, and governmental bodies.
- Engages in the District's emergency program and remains on-call to respond to emergencies outside of regular hours.
- Carries out additional responsibilities as needed.

Knowledge, Skills and Abilities

- Ability to work effectively with minimal supervision, maintain confidentiality, foster, and sustain productive relationships with municipal officials, colleagues, and the public, while consistently meeting their needs.
- Excellent organizational skills, attention to detail, and the ability to work independently with sound judgment and proficient in planning, organizing, and prioritizing tasks to meet deadlines under pressure.
- Capable of reading, interpreting, and presenting information effectively, including numerical data, and proficiently gathering and analyzing information, and adept at presenting to both the public and Council.
- Excellent written and oral communication abilities, encompassing public speaking and presentation capabilities, and possesses demonstrated interpersonal skills.
- Proficient in Microsoft Office Online, records and land management applications, databases, and engineering software, and adaptable to learning new software as necessary.
- Familiar with asset management, budgeting, estimating, and costing procedures, and proficient in planning, design, and contract administration.
- Extensive knowledge of engineering practices, methods, and techniques in municipal/civil engineering for planning, analysis, design, and subdivisions, as well as civil infrastructure/utility construction and operation equipment.
- Proficient in Master Municipal Construction Documents (MMCD) and Canadian Construction Documents Committee (CCDC) contracts.
- Familiar with District document management practices, other department operations, and relevant municipal legislation, including the Local Government Act, Community Charter, and FOIPPA.

Training & Experience Requirements

- A diploma in Civil Engineering Technology.
- Required to attain and uphold registration as an Applied Science Technologist (AScT) in BC.
- Minimum of 7 years of relevant job experience, including 5 years in a supervisory capacity and 5 years within a municipal setting.
- An equivalent combination of education, training and experience may be considered.
- Valid Class 5 B.C. Driver's Licence.
- Satisfactory Police Information Check.

Competencies

- **Adaptability:** Willingness to be flexible in a changing environment.
- **Relationship Building:** Establishes and maintains respectful and cooperative working relationships.
- **Effective Communication:** Communicates effectively with others.
- **Problem Solving:** Recognizes and acts to resolve problems.
- **Organization:** Organizes work so that others will understand it, to achieve District goals.
- **Customer Focus:** Provides excellent service to both internal and external customers.