

POSITION PROFILE

Manager of Engineering Services: City of Corner Brook

Position Overview

The Manager of Engineering Services reports to the Director of Community, Engineering, Development and Planning and is responsible for the overall operation of the Engineering Division for the City of Corner Brook. The Manager will be responsible to provide engineering related advice to all City departments and Council, when requested. The Manager will also oversee engineering services for City capital works and maintenance projects, and will liaise with consulting engineers and contractors as required.

Responsibilities

- Providing advice and guidance to municipal staff, developers, and contractors on the application of municipal engineering regulations and good engineering principles for construction carried out within the Municipality.
- Acting as a resource person on technical/engineering matters for the City by maintaining an up-to-date knowledge of the field.
- Providing technical advice to Council on such aspects of municipal administration as engineering and public works requirements.
- Representing the interests of the City in discussions of a technical nature with officials of other levels of government or government agencies or other persons with whom the City has business interactions
- Reviewing engineering plans and proposed designs for adherence to municipal regulations, plan specifications, and good engineering practices for construction carried out within the Municipality
- Assisting in the preparation of the City's annual and long term operational and capital budgets and ensuring effective control over expenditures of the Engineering Division by verifying purchase orders, applying reasonable cost/efficiency standards and accounting practices
- Assisting other City divisions with engineering matters relating to the preparation of estimates and expenditures of their department
- Performing technical functions in support of installation, operation, maintenance, production, and quality control of City-owned equipment and facilities.
- Assisting in the administration and design of capital works projects, where applicable.

- Meeting with consultants, utility companies, government departments, and community groups as required
- Preparing “Requests for Decision” (RFD’s) and “Information Reports” (IR’s) for the Director’s review before submission to Council.
- Ensuring that the public tendering processes are carried out in compliance with all City and Provincial regulations.
- Responding to public inquiries
- Preparing engineering studies, reports, calculations, designs, specifications, contracts, and cost estimates
- Retaining consultants as required and supervising work including review and approval
- Advising senior management on project design, including costs and alternatives
- Providing supervision, guidance and direction to all staff of the Engineering Division.
- Responsible for ensuring that the human resource management needs of the Engineering Division are carried out in a manner consistent with City policy and procedures.
- Ensuring that all work of the Engineering Division is carried out in compliance with all Occupational Health & Safety regulations
- Recommending ways of improving efficiency and reducing costs of the Division and ensuring that the services of the division and actions of staff are in accordance with the general policies of the City of Corner Brook
- Fostering an environment of continuous improvement within the division
- Attending Council meetings and other meetings of the division, when required
- Other related duties and responsibilities as assigned

Key Success Factors

- Must have a Bachelor of Science in Engineering degree from a recognized post-secondary institution
- Must have a minimum of five (5) of progressively advancing management experience, preferably in a municipal or union environment

- Must have knowledge and experience in design, construction and maintenance of municipal infrastructure including roadways, sanitary and storm sewer collection systems and water distribution systems.
- Must be a member or eligible for membership in the Professional Engineers and Geoscientists of Newfoundland and Labrador
- Must have a comprehensive understanding of the organization, procedures, functions, and objectives of a municipality
- Must have exceptional analytical, planning, organizational, as well as oral and written communications skills
- Must be able to work effectively with elected officials, unionized and exempt staff, as well as, members of the community.
- Must have a good understanding of all key legislative and regulatory requirements that apply to the Engineering Division (municipal, provincial, and federal) and be able to ensure all legal and regulatory requirements are met
- Excellent ability to multi-task and manage complex administrative and project management processes
- Excellent ability represent the City and the community in a highly professional manner
- Flexible, committed and enthusiastic
- Able to work irregular hours and to travel when required
- Must have a valid Newfoundland & Labrador Driver's License

Additional Considerations

- Normal City work hours are daily Monday to Friday (8:30 a.m. – 4:30 p.m.)
- Incumbent expected to attend various meetings and functions outside of regular work hours without additional compensation unless otherwise stated in City policy

Last Revised: October 22, 2021