

## **JOB DESCRIPTION**

<b>Job Title:</b> DIRECTOR OF ENGINEERING SERVICES	<b>Department:</b> ENGINEERING SERVICES	<b>Division:</b>
<b>Classification:</b> EXEMPT (SENIOR MANAGEMENT)	<b>Supervisor's Title:</b> DEPUTY CHIEF ADMINISTRATIVE OFFICER	<b>Date:</b> JANUARY 13, 2020

## **SCOPE OF THE ORGANIZATION**

The City of Courtenay is situated on the east coast of central Vancouver Island, within the traditional lands of the K'ómoks First Nation. Accessible by land, sea or air, Courtenay is a culturally diverse community that offers supernatural beauty at its doorstep. The City (approximate population 25,000) is the urban and cultural hub of the larger community, the Comox Valley (approximate population 65,000).

The City is governed by a Mayor and six Councillors. The Chief Administrative Officer (CAO) is responsible to Council for managing all City operations. The Engineering Services Department is one of eight departments reporting to the CAO and in that context, it is expected all senior staff members adopt and advance our:

### **Corporate Mission**

*The City of Courtenay proudly serves our community by providing a balanced range of sustainable municipal services*

### **Corporate Core Values**

*People Matter;  
Be Accountable;  
Depend on Each Other;  
Pursue Excellence; and  
Celebrate Success.*

## **POSITION SUMMARY**

The Director of Engineering Services is responsible for ensuring medium and long term sustainability of the City's civil infrastructure networks (water, wastewater, transportation and flood protection) and oversight of the planning, design and construction of capital renewal, upgrade/new and disposal projects pertaining to those civil infrastructure networks, plus that of the significant civic facilities, structures, parks and trails.

While providing strong situational leadership and mentorship to its Department members, the Director is responsible for overall operations, budget planning and expenditures of the Department and serves as a key member of the Senior Management Team. The Director provides technical liaison with local, provincial and federal governments and agencies, and provides advice and support to the CAO, Deputy CAO and Council on City interests in shared or extra-municipal services affecting the City's infrastructure networks, significant civic facilities, structures, parks and trails.

## **REPORTING RELATIONSHIPS**

This position reports to the Deputy Chief Administrative Officer.

Positions that report directly to the Director of Engineering Services are:

- Manager of Engineering Projects
- Engineering Technicians

## **SPECIFIC ACCOUNTABILITIES**

### **Leadership**

1. Serves as a technical advisor on the City's Asset Management Working Group, and ensures departmental implementation of Council's Asset Management Policy and assigned methods of practice;
2. Provides technical guidance and oversight of departmental activities to ensure the objectives of the corporate and departmental Annual Work Plans are achieved;
3. Serves as lead for Engineering-related strategic initiatives and special projects as directed by the Deputy Chief Administrative Officer (Deputy CAO);
4. Performs strategic engineering functions and projects that align and support the implementation of the Official Community Plan, with the City of Courtenay's Strategic Plan, and Asset Management Plan.
5. Works closely with the Director of Development Services to develop medium and long-term network plans to ensure the networks meet the community's projected growth and intended levels of service.
6. Establishes key performance indicators within projects and plans to ensure the right metrics, data points and analytical capabilities are in place to drive data driven decisions.
7. Lead and support business improvement efforts to improve operational efficiencies, service effectiveness, and service excellence.

## **Budget and Contract Management**

8. Prepares, monitors and reports on project budgets and provides input into annual and long-term financial planning process
9. Works closely with the City Purchasing Division to oversee the preparation of terms of reference and tenders for contracting service providers, recommends selection and oversees the work to ensure best value for money and mitigation of risk;

## **Communication**

10. Reviews and approves internal referral requests and coordinates departmental referral responses.
11. Prepares and presents Council Reports, Briefing Notes and Memoranda pertaining to departmental initiatives and periodic progress reporting by monitoring data and key performance indicators;

## **Organizational Policy and Bylaws**

12. Works closely with the Director of Public Works Services and the Director of Financial Services to lead community-wide and Corporate GHG measurement, policy compliance, reporting and long-term reductions initiatives as they relate to emissions from transportation, solid waste and buildings;
13. Develops, maintains and ensures adherence to the bylaws, Council Policies and CAO Directives applicable to the Department;
14. Ensures compliance with provincial and federal legislation, particularly environmental obligations and contemporary practices;
15. Ensures conventional and electronic departmental data, documents, reports, drawings, and correspondence are maintained and kept safe in accordance with the City's records management system and applicable legislation and bylaws;

## **Staff/Team**

16. Develops staffing plans to achieve departmental objectives; provides leadership to staff and manages performance, training and development; resolves staff issues, handles discipline problems and participates in the grievance process; makes final recommendations to the

Deputy Chief Administrative Officer (Deputy CAO) with respect to hiring, compensation, suspension or termination; acts as an advisor/mentor to subordinate managers;

17. Leads and supports the departmental implementation of appropriate workplace safety and general risk management programs, and policies in accordance with current regulations to ensure the safety and security of staff, public, facilities and equipment; reports unsafe and/or insecure situations in accordance with regulations and City standards; directs the implementation of emergency procedures as appropriate; and
18. Undertakes other assigned duties as required.

## **TYPICAL QUALIFICATIONS**

### **Education Requirements:**

- Degree in engineering from a recognized educational institution

### **Occupational certificates, licenses, association memberships:**

- Professional Engineer designation PEng
- Member in good standing with APEGBC
- Member in good standing with LGMA BC
- Valid BC Class 5 drivers' license

### **Experience:**

- Substantial (11 –13 years) experience in an appropriate engineering field, with considerable related experience at a management level in a local government setting

### **Knowledge, Skills and Abilities:**

- Extensive knowledge of current engineering techniques and practices relating to design and construction of water distribution, sanitary sewer collection and disposal, storm drainage and flood protection systems, multi-modal transportation networks; and contemporary civic facilities, structures, parks and trails;
- Knowledge and training in contemporary Asset Management practices – National Asset Management Strategy (NAMS) methodologies preferred;
- Thorough knowledge and background in contract management;
- Thorough knowledge and background in capital and operational budget preparation and cash flow control (short, medium and long term);
- Exceptional interpersonal, communication, presentation, facilitation, negotiation, problem solving, decision making, leadership and general management skills that are accessible and engaging, both verbally and written;

- Speak in an official capacity as a public spokesperson for long-term plans and strategic initiatives, including media and community presentations, as required;
- Coordinates and responds to public inquiries promptly on behalf of the department
- Ability to effectively lead, coach, mentor, and motivate staff in a unionized environment;
- Foster a results-oriented and customer-centric department culture
- Ability to represent and deal effectively with representatives of government, business, consultants, developers, the general public, City staff and Council members.

**CRIMINAL RECORD CHECK:**

Required: Yes            Not Required: \_\_\_\_

**COMPLEMENTARY ASSETS:**

- Knowledge of the BC Emergency Response Management System
- Training in Emergency Operations Centre management
- Certificate in Local Government Administration or Service Delivery