

JOB DESCRIPTION

Job Title: ENVIRONMENTAL ENGINEER	Department: ENGINEERING SERVICES DEPARTMENT	Division: ENGINEERING
Classification: EXEMPT	Supervisor's Title: DIRECTOR OF ENGINEERING SERVICES	Date: SEPTEMBER 24, 2020

SCOPE OF THE ORGANIZATION

The Corporation of the City of Courtenay was established in 1915 to deliver municipal government services to the community. The City is governed by a Mayor and six Councilors. The Chief Administrative Officer (CAO) is responsible to Council for managing all City operations. The senior staff organization consists of a Strategic Advisor and four departments reporting to the CAO plus four departments reporting to the CAO via the General Manager of Operational Services (Deputy CAO).

The Engineering Services Department is responsible for the planning, design, construction, supervision, and contract administration of capital projects. It also develops and maintains long term master plans for city assets to ensure that sufficient capacity exists to allow for community growth. The Department is also responsible for developing and implementing City standards and specifications.

POSITION SUMMARY

Leads, implements and delivers environmental plans, programs, projects and initiatives, related to: climate adaptation, air and stormwater quality, integrated rainwater management, flood management and sea level rise, and general environmental stewardship.

Facilitates internal and external stakeholder engagement and represents the City of Courtenay Engineering Services on regional committees and publically. Manages project budgets, participates in financial planning process, and prepares grant proposals

REPORTING RELATIONSHIPS

This position reports to the Director of Engineering Services

MAJOR RESPONSIBILITIES

Project management and organizational planning

- Leads and implements plans, projects, and environmental initiatives to support implementation of the Official Community Plan and City of Courtenay Strategic Plan.
- Provides recommendations to the Director of Engineering Services and contributes to the department's strategic and environmental planning process and reporting.
- Conducts greenhouse gas analysis, and business cases reduction efforts, in support of achieving carbon net neutrality.
- Supports traffic/fleet planning with a view to encouraging transportation modal shifts within the community, and green fleets within city resources.
- Researches and evaluates emerging technologies and energy efficient alternatives to existing city infrastructure/processes with a goal of reducing energy consumption and carbon footprint, and minimizing environmental impact.
- Performs all other related duties.

Communication

- Prepares briefing notes and Council and Committee reports with clear recommendations, necessary background and context to support effective decision-making and public understanding

Public and stakeholders

- Works effectively with representatives of government, business, consultants, developers, the general public, advocacy groups, City staff, and council members
- Facilitates stakeholder sessions, with the ability to bring together stakeholders with differing interests, styles and areas of expertise, and align them toward a shared goal.
- Represents City of Courtenay Engineering Services department on regional committees, including formal project liaison to the Comox Valley Regional District
- Ensures project plans and initiatives have established communications plans and appropriate public and stakeholder engagement strategies
- Speaks in an official capacity as a public spokesperson for long-term plans, projects, and environmental initiatives, including media and community presentations, as required.
- Coordinates and responds to public enquiries promptly on behalf of the department

Inter-disciplinary (internal)

- Collaborates with staff across City departments to resolve issues, solve problems, and gain consensus
- Provides Engineering Services perspective to long-term planning processes in other departments, as well as solicit meaningful input and involvement from other departments into Engineering Services led-plans

Budget and contract management

- Prepares, monitors and reports on project budgets and provides input into annual and long-term financial planning process

- Maintains awareness of grant opportunities and prepares grant proposals to attract and leverage grant contributions and partnerships with other levels of government and community agencies.

Organizational policy and bylaws

- Adheres to bylaws, Council Policies and CAO directives applicable to the department

TYPICAL QUALIFICATIONS

Education and Experience Requirements:

- University degree in engineering with P.Eng designation, or equivalent combination of experience and education. Preference given to Environmental Engineering discipline.
- Considerable (5-7 yrs.) experience within the public sector, managing multi-faceted, inter-disciplinary initiatives and developing complex long-term plans involving diverse stakeholders
- Considerable (5-7 yrs.) experience with complex and structured public procurement processes
- Sound (3-4 years) experience and success working in a unionized environment achieving strategic directives

Occupational Certificates, Licenses, Association Memberships:

- Eligible for membership with Engineers and Geoscientists of BC (EGBC) with the designation of Professional Engineer, or equivalent combination of education and experience.
- Project Management Professional (PMP) designation considered an asset.
- Valid Class 5 driver's license
- Verification of a criminal record check which meets criteria for this position

Knowledge, Skills and Abilities:

- Thorough knowledge of current engineering principles and practices as applied to planning, design, construction, and maintenance of municipal infrastructure
- Extensive knowledge and background in project and contract management with proficiency in capital and operational budget controls, and financial reporting requirements
- Considerable knowledge of the Local Government Act, Land Titles Act, Community Charter and other legislation as it relates to the responsibilities and limitations of project management in a municipal environment
- Exceptional communication skills, including a demonstrated ability to utilize a high degree of tact when addressing confidential or otherwise sensitive matters
- Strong interpersonal skills with a demonstrated ability to create and work in, a collaborative team environment and ability to work collaboratively with all City departments to achieve common goals

- Ability to establish and maintain effective, proactive and collaborative working relationships with representatives of government, business, consultants, developers, the general public, City staff and Council
- Excellent organizational skills, with the ability to process large volumes of information and to concurrently manage multiple tasks and competing priorities.
- Ability to present technical and environmental advice in an accessible and engaging manner, both verbally and written.

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of _____, 20____.

Director of Engineering Services

Signature

Date

I have read this job description:

Employee's Name

Employee's Signature

Date