

Career Opportunity



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Engineering Manager Competition No. 05-17/09

Under the general direction of the Director, Development and Engineering Services, the Engineering Manager is responsible for the operation and activities of the Engineering Division.

The Engineering Manager manages, supervises and evaluates the activities of the various sections of the Engineering Division, to ensure that City projects will be planned, designed, constructed and maintained to acceptable engineering standards on time and on budget. The successful incumbent also approves contract and tender documents and progress payments for projects. As a professional engineer, the incumbent develops and implement appropriate options for the capital works program for works and utilities as well as provides in-house technical expertise for the maintenance and operational activities of the Division.

Due to general growth, the City of Kamloops is expanding moderately with the demand for services and utilities increasing at an unprecedented rate. To meet this challenge, the Engineering Manager must develop major servicing strategies, and specific projects, which will serve the best interests of the City now and in the future. The major challenge of this position is to plan and execute appropriate plans to meet departmental objectives within the constraints of time, money and the political climate.. This position is highly visible and the incumbent exercises his/her strong public relations skills through frequent meetings with the media, the public, special interest groups, and other City departments.

Preferred candidates will have a degree in civil engineering and eligibility for registration as a Professional Engineer in BC, plus a minimum of 9 years experience in Civil Engineering, working in progressively more responsible project management and leadership roles. A valid Class 5 BC driver's license is required.

The City offers a competitive salary and a comprehensive benefits package for this position.

Applications will be reviewed commencing January 7, 2010, and will continue until the position is filled. Please send your resumes quoting Competition No. 05-17/09 to:

Human Resources Department
City of Kamloops
105 Seymour Street
Kamloops BC V2C 2C6
Fax: 250-372-1351
Email: HR@kamloops.ca

For detailed information on this position and for more information on our community, please refer to our website at www.kamloops.ca/jobs. The City of Kamloops thanks all applicants for their interest in applying for this position; however, only those selected for an interview will be contacted.



The City of Kamloops is focused on creating the highest levels of service excellence, based on a company culture that celebrates the employees who make it all happen. We offer ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.



Kamloops boasts excellent sporting and recreational facilities, with four distinct seasons offering the perfect pursuit for active lifestyles and outdoor enthusiasts, be it on water, land or snow - with plenty of sunshine throughout the year. Enjoy professional theatre and symphony productions as well as art shows and cultural events at a variety of venues. And we're only a three hour drive from the Vancouver area!

105 Seymour Street | Kamloops BC V2C 2C6 | P. 250-828-3439 | F. 250-372-1351 | www.kamloops.ca

CITY OF KAMLOOPS

JOB DESCRIPTION

Position: Engineering Manager Incumbent: M. Warren
Department: Development and Engineering Services Division: Engineering
Review Date: October 2008 Location: 105 Seymour Street

GENERAL ACCOUNTABILITY

Reporting to the Director, Development and Engineering Services, the Engineering Manager is accountable for the operation and activities of the Engineering Division.

NATURE AND SCOPE

This position is one of six reporting to the Development and Engineering Services Director. The other five positions are the Assistant Director/Real Estate Manager, Planning and Development Manager, Chief Building Inspector/Manager, Land Development Engineer and the Office Services Supervisor.

Reporting directly to the Engineering Manager are the Design Engineer, Sewer and Drainage Planning Engineer and the Engineering Roads Supervisor.

The Division consists of fourteen full time staff. There are five managerial staff including three Professional Engineers, two management staff and eighty five CUPE positions.

The Engineering Manager must be a Professional Engineer and has the responsibility to ensure the interests of both the public and the City as employer, are properly fulfilled in accordance with the by-laws of the Association of Professional Engineers of B.C. In addition, some City by-laws adopted by Council specifically require the position to act as the City Engineer and assign duties and responsibilities to this position.

The Engineering Manager manages, delegates, coordinates, supervises and evaluates the activities of the various sections of the Engineering Division, to ensure that City projects will be planned, designed, constructed and maintained to acceptable engineering standards on time and on budget. To accomplish this objective, the incumbent develops overall strategies, approves engineering plans, specifications, standards, procedures and regulations. He/she also approves contract and tender documents and progress payments for projects. As a professional engineer, the incumbent develops and implement appropriate options for the capital works program for works and utilities as well as provides in-house technical expertise for the maintenance and operational activities of the Division. The incumbent contributes to the orderly development of the City by recommending and implementing appropriate technical and administrative policies and procedures. The Engineering Manager recommends appropriate engineering consultants for specified projects manages their work and evaluates their performance.

Owing to general growth, the City of Kamloops is expanding moderately with the demand for services and utilities increasing at an unprecedented rate. To meet this challenge, the Engineering Manager must develop major servicing strategies, and specific projects, which will serve the best interests of the City now and in the future. The major challenge of this position is to plan and execute appropriate plans to meet departmental objectives within the constraints of time, money and the political climate.

In the performance of his/her duties, the incumbent analyzes objectives for the various sections of the Engineering Division and motivates staff through leadership and development. He/she recommends training policies for professional engineers and engineering technologists and approves training assignments for all Division personnel. The incumbent is responsible for the traditional management responsibilities of appointing, directing, and providing for training of staff. The incumbent is responsible for evaluation of staff performance in the Division, exercising of corrective action when necessary, and for dealing with grievances, which are not resolved by subordinate supervisors.

The Engineering Manager exercises his/her public relations skills through frequent contact with the public, and other City departments. Formal communication with City Council and senior administration and the media is required. Appreciation of the sensitivity to political issues affecting the City is required of the incumbent, as is a high degree of acumen when dealing with the public. The incumbent must respond to, evaluate and resolve customer complaints. He/she also supervises the preparation of technical reports and position papers and signs these reports for approval by Senior Administration and/or City Council.

The operating budget of the Engineering Division (760) is prepared and administrated by the incumbent.

The program manager concept allows subordinate supervisors to exercise discretion in achieving the goals of particular programs or projects. The Engineering Manager leads by example, as well as exercises the more formal administrative controls.

Registration as a Professional Engineer in the Province of British Columbia is required.

DIMENSIONS

Staff (excluding consultants)	13.5 FTE
Operating Budget (2008)	\$ 1,300,000
Estimated consultants' fees per annum	\$ 1,500,000
Estimated value of projects per annum (average)	\$10,000,000
Value of projects designed in-house per annum (average)	\$ 5,000,000

SPECIFIC ACCOUNTABILITIES

1. Provides professional engineering services and technical advice to other city departments, senior administration and City Council.
2. Develops, plans, supervises major capital projects from concept to completion on time and on budget.
3. Develops plans, specifications, standards, procedures and regulations to meet objectives.
4. Acts as Chief Engineer for in-house consulting on general engineering and construction projects for City Council and for administration.
5. Plans, evaluates, and recommends on utilization of appropriate consultants for public works projects.
6. Develops, obtains approval of utility and works strategies to meet objectives established by Council and by administration.
7. Motivates and coaches staff to meet work objectives.

8. Protects and improves the City's image by resolving complaints and promoting good public relations.
9. Develops and maintains appropriate contacts with other levels of government, agencies, and associations to keep abreast of technical advances and new funding programs.
10. Assists in the acquisition of goods and materials by establishing appropriate standards and specifications.
11. Represents the City at meetings with private and public organizations and liases with the media on City engineering and public works projects.

REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

- University degree in Civil Engineering
- Minimum of 9 years of increasingly responsible management experience.
- Membership in the Association of Professional Engineers and Geo-scientists in the Province of British Columbia
- Strong organizational, oral and written communication skills and public relations skills.
- Valid Class 5 BC Drivers license

PREFERRED QUALIFICATIONS:

- Supervisory experience in a multi-functional, municipal government setting
- Confident leader
- Able to deliver customer focused services through high performance teams.

Incumbent

Supervisor