

	<i>Title:</i> Director of Engineering, Parks and Environment	<i>Date:</i> August 2004 <i>Updated January 2007</i> <i>Updated March 2023</i>
	<i>Department:</i> Engineering, Parks and Environment	
	<i>Classification:</i> Exempt	

Nature and Scope

This is senior managerial and professional engineering work in planning, organizing the City's engineering services, engineering operations and parks operations, other municipal projects, implementation of mandated programs and land development applications, review and approval. As the Department Head, the incumbent is responsible for the effective management of construction and maintenance programs in accordance with policy and sound engineering practices. The incumbent exercises a high degree of independent initiative, judgment and action on financial control, labour relations, application of appropriate technologies in directing the Engineering, Parks and Environment Department and on addressing all engineering, parks and environment problems and matters. Work performance is reviewed by the Chief Administrative Officer and Council for the overall effective management of the Engineering, Parks and Environment Department and the attainment of the desired objectives. The Director of Engineering, Parks and Environment is a key member of senior management and actively participates in developing policies and resolving complex issues that may have City wide implications.

This position reports to the Chief Administrative Officer.

Reporting to the Director of Engineering, Parks and Environment are three positions as follows:

Manager of Engineering and Parks Operations – accountable for the planning, budgeting and implementing of capital projects, maintenance of the infrastructure and other programs in the Engineering Operations and Parks Operations Division.

Manager of Engineering Services – accountable for the planning, budgeting and implementing of capital projects and other programs in Engineering Services Division.

Clerk Typist 4 – Engineering – unionized position providing clerical support

Illustrative Examples of Work

1. Plans and supervises the Engineering Operations, Engineering Services and Parks Divisions in accordance with applicable policies, bylaws, legislation, objectives and practices.
2. Processes administrative and professional engineering matters and problems relative to formulation, initiation and execution of municipal engineering, parks and environmental projects and services.
3. Prepares reports on departmental activities and projects to keep the Chief Administrative Officer and Council informed on a regular basis.
4. Through subordinate managers, directs and controls the operation of consultants and contractors engaged in engineering, parks and environmental construction projects.
5. Compiles and prepares the departmental capital and operating budgets for Council approval and controls expenditures in the Department to ensure appropriate accountability. Plans and reviews budgets and programs and controls expenditures within approved budgets.
6. Serves on committees and boards in a technical and administrative capacity. Processes complex enquiries and complaints. Meets and deals with business officials, representatives and others on engineering and related matters.
7. Anticipates future needs and develops long range objectives, plans, and programs for water, sewer, roads and other municipal services; prepares drafts of bylaws related thereto.
8. Identifies, prepares and presents to the Chief Administrative Officer and Council in a timely manner memorandums for information on sensitive matters pertaining to the City.
9. Acts as Chief Engineering/Technical Advisor to the Chief Administrative Officer and Council on all matters relating to design, installation, construction, maintenance and assessment of public works, engineering facilities and buildings undertaken by contract or municipal employees.
10. Directs and coordinates the development of long and short range plans and policies regarding engineering, works and utility operations for review by the Chief Administrative Officer and Council.
11. Develops and maintains standards and specification for municipal services, supplies and equipment.
12. Checks and recommends tenders and contracts for public works and buildings. Coordinates, schedules and oversees contract work. Inspects, certifies satisfactory completion and approves legitimate invoices for payment.
13. Attends Council and Committee meetings as requested and arranges for Department representation on advisory and other committees as required.
14. Ensures that enquiries and complaints from the public regarding Department activities or responsibilities are handled promptly, effectively, efficiently and with courtesy.
15. Develops and maintains good working relations with members of Council, boards, commissions, other departments, government and community organizations, staff and the public.

16. Assists the Chief Administrative Officer on collective bargaining issues relating to the Engineering, Parks and Environment Department. Hires, disciplines, lay-offs and terminates departmental employees and acts for the City in processing employee grievances, arbitration hearings and related labour relation matters.
17. Provides for cost effective training and development of employees in the Department.
18. Performs related work as required.

Required Knowledge, Abilities and Skills

1. Thorough knowledge of civil engineering management practices and principles as applied to design, construction and maintenance of municipal engineering projects and services.
2. Thorough knowledge of municipal policies, rules, bylaws and regulations related to Engineering, Parks and Environment Department operations.
3. Thorough knowledge of the Local Government Act, Community Charter, Environmental Protection Act and other Federal and Provincial acts pertaining to the functions of the Department.
4. Ability and resourcefulness to analyze and evaluate data and physical conditions and solve complex problems.
5. Ability to administer and supervise a municipal engineering program and provide effective leadership in dealing with staff.
6. Ability to plan, coordinate and implement programs and advise as to the economic and feasibility of a variety of proposed engineering, parks and environmental projects.
7. Ability to prepare estimates, technical and administrative reports covering operations of the Department.
8. Ability to plan coordinate and supervise the work of a large group of subordinates to ensure that they produce the desired result.
9. High degree of senior managerial and engineering skill and resourcefulness.
10. Ability to communicate effectively both orally and in writing.

Desirable Training and Experience

1. University graduation in Civil Engineering.
2. Considerable experience in municipal engineering including senior management responsibility.
3. Or an equivalent combination of education and experience.

Required Licences, Certificates and Registrations

1. Registration as a Professional Engineer in the Province of British Columbia.
2. Valid Class 5 Driver's Licence for the Province of British Columbia.