SUNSHINE COAST REGIONAL DISTRICT **JOB DESCRIPTION**

UTILITY ENGINEERING, PLANNING AND DESIGN

EXEMPT (Y/N): No	**DIVISION:** Utility Services
SALARY LEVEL: TBD (Under Review)	**DEPARTMENT:** Infrastructure Services
LOCATION: Field Road	**SUPERVISOR:** Assistant Manager, Utility Engineering
APPROVED BY: GM, Infrastructure Services	**DATE:** July 2024
Replaces: *N/A New Position*	

SUMMARY

Under the general direction of the Assistant Manager, Utility Engineering, the Utility Engineer provides leadership and engineering support related to the water and wastewater services managed by the Utility Services Division, providing professional guidance and support with regards to engineering design, subdivision and development referrals, regulatory reporting, as well as project management related to operational and capital projects.

KEY RESPONSIBILITIES *include:*

1. Coordinates and directs staff in the delivery of engineering and project management services.
2. Coordinates the development and implementation of long-term capital upgrade and replacement plans.
3. Coordinates and performs the project management, scoping and design of operational and capital projects associated with meeting operational or regulatory requirements regarding water treatment and distribution, wastewater collection and treatment, and related infrastructure, as well as other departmental projects of a more complex and varied nature.
4. Provides engineering and project management support for the construction of minor-capital and operational projects.
5. Provides technical input on the scoping and design of water and wastewater capital projects that are managed by the Capital Project Division.
6. Provides professional authentication of engineering drawings, reports and other professional documentation prepared by SCRD staff in compliance with Engineers and Geoscientist of British Columbia Permit to Practice guidelines.
7. Oversees the development and implementation of a Cross Connection Control program
8. Researches, designs, and actively manages projects, adjudicates applications and exercises independent judgment to determine work methods and prioritization of projects within the framework of established departmental policies and annual work plans.
9. Applies professional engineering judgement in their duties, upholding engineering standards in review of development applications, design, capital projects, and all other duties as required.
10. Coordinate and provides technical input on infrastructure planning studies for water and wastewater infrastructure, including but not limited to feasibility studies, long-range capital renewal plans and preventative maintenance plans.
11. Could be assigned duties related to the administration of development applications related to the installation of water and wastewater infrastructure by third party or SCRD staff, including providing final application approval, application review, confirming associated Development Cost Charges, and/or negotiations on design and financial arrangements, including late-comer agreements.

12. Ensures compliance with SCRD policies, the collective agreement, bylaws, applicable legislation, and regulations.
13. Promotes continuous improvement with an understanding of regulatory requirements and industry best practices with a focus on improving efficiency and enhancing employee and public safety.
14. Encourages a forward-looking understanding and appreciation of the future state of the environment and assists with the long-range planning of utility engineering and infrastructure programs.

TYPICAL ACTIVITIES *include:*

1. Coordinates the development and implementation of infrastructure engineering projects, including infrastructure engineering assessments and analysis, civil engineering planning tasks, design and review, document preparation, specifications, contract administration and management, budgetary oversight, cost estimates, scheduling, project analyses, inspections, and associated reporting.
2. Coordinates the development and implementation of strategic and operational plans associated with the development of new and replacement of existing of water and wastewater infrastructure, including Fire Flow Action Plan, Water Master Plans and asset management plans.
3. Reviews and provides engineering input on designs for capital projects lead by the Capital Projects Division.
4. Provide project management and engineering support on feasibility studies or the design and construction of minor capital or operational projects for water and wastewater infrastructure.
5. Ensures sound judgment to address unusual or problem situations, supports staff on difficult, complex, or highly unusual matters or decisions, addresses performance issues through corrective measures as required and provides technical work guidance/information.
6. Ensures the SCRD standard operating procedures, and policies are upheld and follow engineering best practices by providing direction and guidance to staff, contractors, outside agencies, developers, and other members of the public.
7. Utilizes a highly collaborative approach with contractors, consultants, First Nations, and staff to investigate operating, and design issues to achieve strong and effective solutions.
8. Coordinates the preparation of Requests for Proposals, Requests for Quotations, Tenders, prepares reports for Board or senior staff, and produces other similar documents.
9. Ensures contractors' and developers' engineers' inspections are being conducted in accordance with best practices and District Standards and Specifications.
10. Contributes to the development or upgrade of current standards and specifications, bylaws, policies, procedures, forms, or documents required to complete tasks related to engineering services within the Utility Services Division.
11. Participates in the administration of the division, including such activities as development of workplans, capital and operating budgets and future planning of services and assets.
12. Could be assigned tasks related to the administration of the installation of water and wastewater infrastructure by third party or SCRD staff, including providing work-direction, negotiations with applicants, confirming financial implications to the applicant and the SCRD, the design and approval of new connections and extensions to the water supply system and wastewater systems in compliance with established design/engineering standards, system optimization, bylaws and regulatory requirements, monitoring programs/analyses and project management work.
13. Fulfills other tasks as assigned including, but not limited to, providing engineering support to other divisional managers.

EDUCATION AND EXPERIENCE

- Grade Twelve (12) or equivalent.
- Bachelor's degree in engineering from a recognized institution, supplemented by registration or eligibility for registration as a Professional Engineer (P. Eng.) in British Columbia.
- Five (5) years' experience in municipal engineering and detailed design, construction, project management, the development of policies and procedures and public works inspection or other similar work, with preference given to experience in water and wastewater and coordination of design and construction of projects.
- Valid B.C. Class 5 Driver's license.

OTHER SKILLS/KNOWLEDGE

- Proficiency in the operation of Microsoft Office software and graphics/mapping and modelling software, such as ESRI, GIS, WaterCAD, and AutoCAD is preferred.
- Ability to organize and prioritize to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- Effective written and oral communication skills including in the drafting and finalization of correspondence, reports, and presentations.
- Effective interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts and stakeholders.
- Effective analytical and research skills with the ability to use sound judgment to resolve unusual or problem situations.
- Exceptional ability to facilitate meetings, to interact and tactfully negotiate contract work change directives, and to interact effectively with contractors over matters such as scope of work changes that may arise.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes, and regulations, contracting policies, safety regulations, bylaws, and policies.