

MANAGER, UTILITY SERVICES – ENGINEERING**UNION OR EXEMPT:** Exempt**SALARY LEVE:** Exempt Grid, Level 7**LOCATION:** Field Road**APPROVED BY:** GM, Infrastructure Services**DIVISION:** Utility Services - Engineering**DEPARTMENT:** Infrastructure Services**SUPERVISOR:** GM, Infrastructure Services**DATE:** November 2025*Replaces: Manager, Utility Services (in-part)**Previous Version: New*

SUMMARY: Under the general direction of the General Manager, Infrastructure Services, the Manager, Utility Services – Engineering, is responsible for the overall leadership and supervision of the Utility Services – Engineering Division ensuring the ongoing management and coordination of the engineering and environment aspects of the design of water and wastewater infrastructure being replaced, upgraded, or newly developed by the Sunshine Coast Regional District (SCRD) or land developers. The position oversees the implementation and coordination of these services in accordance with the annual operating budget and local, Provincial, and Federal bylaws, policies, and statutory requirements.

KEY RESPONSIBILITIES *includes:*

1. Provides leadership for the division, developing a positive and engaged work culture and ensuring that service plans are developed and implemented while providing support for staff.
2. Plans, develops, and provides direction for all programs and services delivered by the division, including the review and approval of land development water and wastewater servicing proposals, the scoping and design of water and wastewater infrastructure, the development and implementation of strategic plans for these services, the construction of minor capital projects, the development and implementation of a Cross-Connection Control, environmental and archaeological programs, and the supporting bylaws, policies, and procedures.
3. To determine budget requirements through service planning and prepare the annual and 5-year operating and capital budgets for the Division and collaborate with the Manager, Utility Services – Operations in the development of these documents for all water and wastewater services.
4. Manages the administration and control of resources to ensure that work is in support of the water and wastewater services undertaken by the Utility Services – Operations Division and is within the approved budget.
5. To provide engineering and environmental support to other departmental divisions with the planning, design, construction and commissioning of capital projects and the development and implementation of long-range capital and asset management plans.
6. Provides leadership in labour relations matters, including hiring, employee development, performance engagement, and disciplinary matters.
7. Develops and aligns divisional policies, procedures, and established practices to ensure compliance with Federal and Provincial legislation, SCRD policies, bylaws, and WorkSafeBC and OHS Regulations, and any other relevant legislation to manage and regulate the use of utility systems and services.
8. Prepares and presents reports on matters pertaining to the services provided by the division, including professional and technical reports and recommendations for new or amended policies

and bylaws.

TYPICAL ACTIVITIES *includes:*

1. Oversees the development and implementation of strategic and implementation plans associated with the development of new and replacement of existing water and wastewater infrastructure, including the Water Master Plans and Asset Management Plans.
2. Proactively engages with the Utility Services - Operations Division on the design of operational and minor capital projects and maintenance schedules, and provides technical support to the Capital Projects Division on the design and construction of major capital projects, ensuring that assigned tasks are completed on time and on budget.
3. Manages consulting and operational minor capital construction contracts to ensure services are performed within specified scope, schedule, and cost.
4. Leads the development, implementation, and maintenance of environmental and archaeological programs.
5. Ensures bylaws related to the provision of water and wastewater services are maintained regularly to reflect current practices, best management practices, and legislation by drafting new and/or amending bylaws and policies.
6. Liaises with stakeholders and partners including communications with public interest groups, non-government agencies, First Nations, other local governments, and Provincial and Federal government agencies.
7. Provides public information, education, referral, and advocacy related to programs and service opportunities.
8. Supports the Utility Services - Operations and Maintenance Division with preparing, reporting and presenting the annual and 5-year financial budget plans for water and wastewater services.
9. Generates performance and productivity reports and assists the General Manager, Infrastructure Services, in reviewing performance measurements as developed by the Division or Department.
10. Manages communications between the Division and the Departmental Management Team, Senior Leadership Team, and SCRD Board.
11. Ensures the CAO and General Manager, Infrastructure Services, are adequately briefed on all relevant matters in a timely manner.
12. Prepares reports to and attends Board and Committee meetings.
13. Develops and implements Divisional administrative policies, procedures and protocols, and operational guidelines that support Federal and Provincial legislation, best management practices, and SCRD policies, ensuring compliance by staff and contractors.
14. Carries out, both directly and through direct reports, human resources planning, supervision, and training of staff for operations related to specific functions in the Utility Services - Engineering Division, while adhering to applicable legislation and regulatory requirements.
15. Directs and sets priorities for work assignments including managing staff work schedules, time off requests, overtime, and approval of timesheets.
16. Stays current and connected to research, professional associations, best management practices, legislation trends, and other Provincial and Federal activities that will inform the Utility Services - Engineering Division in its service delivery.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of a Civil Engineering Degree from a recognized institution, with preference given to a Master's Degree, supplemented by additional and appropriate coursework in water and wastewater, leadership, or management.

- Completion of additional and appropriate coursework in environmental protection is considered an asset.
- Accredited, or eligible for certification in BC as a Professional Civil Engineer.
- Minimum of five (5) years' related experience in the management of design and planning of water and wastewater infrastructure, inclusive of at least three (3) years' supervisory experience, along with preparation of multi-year and annual work plans, budget management, approval of land development servicing applications, project management (including construction projects), negotiations and conflict resolution, public engagement, policy development and strategic infrastructure planning and implementation.
- A suitable combination of education and experience relevant to the position may also be considered.
- Valid Class 5 BC driver's licence.

OTHER SKILLS/KNOWLEDGE

- Ability to engage staff to create a positive and effective work culture.
- Possesses effective critical thinking, strategic visioning, and extensive management and leadership skills.
- Ability to exercise good judgment in making decisions and to work independently and as part of a committed team.
- Ability to establish and maintain effective working relationships with other staff, applicants, regulatory agencies, contractors, partners, and First Nations.
- Ability to prepare and administer multiple complex budgets and to prepare, interpret, and manage multiple projects with frequently changing priorities and tight time constraints.
- Demonstrated conflict resolution and negotiation skills with members of the public, applicants, contractors, and partners.
- Demonstrated communication skills, including the ability to speak and write effectively in communications with staff, members of the public, SCRD Board, partners, and stakeholders.
- Demonstrated understanding of sustainable development practices, including a strong commitment to delivering services in a sustainable manner.