

SUNSHINE COAST REGIONAL DISTRICT JOB DESCRIPTION

CAPITAL PROJECTS ENGINEER

EXEMPT:	No	DIVISION:	Capital Projects
SALARY LEVEL:	TBD	DEPARTMENT:	Infrastructure Services
LOCATION:	Field Road	SUPERVISOR:	Manager, Capital Projects
APPROVED BY:	Manager, Capital Projects	DATE:	December 2022
Replaces:	N/A New Position	Date:	

SUMMARY

Under the general direction of the Manager, Capital Projects, the Capital Projects Engineer provides technical leadership, coordination, and expertise to divisional staff and contractors in the performance of a range of engineering design, project management work and activities, including the coordination and oversight of the design, tender, and construction processes related to capital and operational projects. This position will perform, under limited supervision, a range of engineering and project management duties with a focus on delivering infrastructure projects through all life cycle phases such as conceptual design, detailed design, and construction, acts as the engineer of record for internal SCRD designed projects, and successfully leads projects from inception to completion, while meeting budgetary and schedule commitments.

KEY RESPONSIBILITIES *include:*

- Ensures that a range of engineering and project management work is completed efficiently and is technically correct, including design preparation and review, document preparation, specifications, contract administration and management, budgetary oversight, cost estimates, scheduling, project analyses, inspections, and associated reporting.
- Organizes and prioritizes a complex series of project components for large complex projects to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- Coordinates activities with divisional staff to ensure that effective technical oversight is provided to the design, tender, and construction of civil, and utility projects related to water treatment and distribution, wastewater collection and treatment, and related infrastructure (including building improvements), as well as other departmental and inter-departmental capital projects of a more complex and varying nature.
- Provides strategic support to other departmental staff including some work guidance and reviewing of performance in the completion of work being conducted that would include, but is not limited to, a condition of a subdivision or building permit approval.
- Independently reviews and writes technical reports related to the delivery of infrastructure capital improvement projects.
- Supports divisional managers, as assigned, in the completion of duties associated with being the responsible registrant with the Engineers and Geoscientists of British Columbia (EGBC) on behalf of the SCRD.

TYPICAL ACTIVITIES *include:*

- Provides independent engineering design and project management skills and oversight for multiple selected engineering projects including contract administration, project schedules, cost management, construction management and inspection, and budget tracking.
- Assists the Manager, Capital Projects in independently assessing, evaluating, and incorporating technical requirements to make informed decisions regarding infrastructure construction capital works, and in budgeting, planning, and other related matters regarding future servicing.
- Works closely with and continuously engages operations and maintenance staff and community stakeholders to clearly define project scopes and requirements, ensuring that all are well informed

throughout all stages of project design, construction, and commissioning and that operational requirements and impact to the community are carefully considered.

- Assists the Manager, Capital Projects in independently preparing Requests for Proposals, Requests for Quotations, Tenders, and reports for Board or senior staff, and in the production of other similar documents.
- Independently authors Board Award Construction Reports and makes oral Board presentations related to the delivery of Capital Infrastructure Projects.
- Troubleshoots and resolves construction disputes that may arise with the construction contractors and engineering constructions consultants retained by the SCRD in a cost-effective manner.
- Completes, or assists in the completion of, infrastructure inspections.
- Interacts tactfully with the public and may attend public meetings providing construction status report updates or other technical reports.
- Directs the actions of consultants recommending changes to scope and negotiating new terms as required and deals with the full range of project dimensions that may include legal, property, public contact, and liaising with various levels of government, and other regulatory bodies.
- Performs other duties as assigned by the Manager, Capital Projects, including but not limited to, providing engineering support to other divisional managers.

EDUCATION AND EXPERIENCE

- Completion of a Bachelor of Science degree in Civil or Mechanical Engineering or a relevant engineering discipline from a recognized institution.
- A minimum of five (5) years' recent related experience, ideally in a local government environment, following professional registration.
- An equivalent combination of education and experience may be considered.
- Membership or eligibility for membership as a registered Professional Engineer (P. Eng.) with the Engineers and Geoscientists of British Columbia (EGBC) within 5 months of appointment.
- Valid B.C. Class 5 Driver's license.

OTHER SKILLS/KNOWLEDGE/ABILITY

- Working knowledge of senior government Acts and Regulations as they apply to water, wastewater, and solid waste, as well as the ability to prepare, submit, and obtain regulatory and First Nation permits and approvals.
- Ability to adapt to changing conditions and to independently make construction field decisions.
- Proven ability to engage in independent decision-making processes and possesses strong contractor negotiation conflict resolution skills.
- Advanced level of proficiency in the operation of Microsoft office software including Word, Excel, Outlook, Teams, and Project and modelling software, such as ESRI, GIS and AutoCAD.
- Expert knowledge of the fundamentals and principles in civil engineering.
- Exceptional communication skills, creativity, and foresight, coupled with a proven ability to communicate effectively both verbally and in writing including letters, reports and in utilizing effective presentation skills.
- Ability to organize and prioritize a complex series of project components to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- 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.