



JOB DESCRIPTION

Position: Director of Engineering

Union: EXEMPT

Approval Date: June 18, 2025

1. FUNCTION

Reporting to the Chief Administrative Officer, and as a key member of the senior management team, the Director is responsible for the overall direction and delivery of services of the Engineering, Parks, Public Works, and Bylaw Enforcement functions.

2. TYPICAL DUTIES

- a) Co-ordinate and direct the planning and operation of all engineering, parks and public works services including: underground utilities; surface infrastructure; waste management; parks maintenance and facility use; fleet management; municipal buildings and facilities; environmental and climate action initiatives; etc., within policy and budgetary constraints as established by Council.
- b) Responsible for management and supervision of bylaw enforcement and parking enforcement functions.
- c) Prepare annual and long-term budget estimates for the Financial Plan, and remain accountable for the financial performance of departments under the Director's mandate.
- d) Direct the planning and organization of projects and programs for effective and efficient operations, with accountability for the effective tracking of all projects, including specific directives of Council.
- e) Recommend to the Chief Administrative Officer the appointment, suspension, promotion or dismissal of staff under the Director's mandate.
- f) Act as advisor to the Chief Administrative Officer on all matters relating to engineering, parks, public works and bylaw enforcement operations.
- g) Assist the Chief Administrative Officer in the development of bylaws, policies and procedures for the ongoing management and betterment of the community.
- h) Prepare and recommend to Council programs, policies and procedures related to engineering, parks, public works and bylaw enforcement operations, and review and update as required.
- i) Attend meetings of Council and Committees of Council, as required by the Chief Administrative Officer.

- j) Serve as part of the senior management team, while being responsible for inter-departmental collaboration and implementation of the Town's strategic plan.
- k) Promote the development of a strong customer service ethic within the Engineering, Parks and Public Works Departments.
- l) Take a leadership role in long-term asset management plans for the Town's Engineering infrastructure.
- m) Keep the Chief Administrative Officer advised of any issues that may affect the operations of the Town.
- n) Carry out such additional duties and exercise such additional responsibilities as the Chief Administrative Officer may from time to time require.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Comprehensive knowledge of all functions under the Director's mandate including extensive knowledge of legislation, regulations, bylaws and policies related to municipal engineering, parks, public works and bylaw enforcement operations.
- b) Strong communication, customer service, negotiation and conflict resolution skills.
- c) Ability to establish and maintain effective internal and external relationships that involve the provision of direction, information, advice and guidance, and the management and coordination of logistical or operational elements of projects and programs.
- d) Ability to write effective technical documents, including reports to Council, bylaws, policies and procedures.
- e) Appreciation of the sensitivity of political issues affecting the Municipality when dealing with internal and external clients, including Council, the media, and the public. Ability to maintain confidentiality in all matters of a sensitive, political or controversial nature.
- f) Ability to provide effective team leadership and to undertake all facets of managing and supervising staff.

4. TRAINING AND EXPERIENCE

- a) University degree in Civil Engineering.
- b) Professional Engineer designation (P.Eng.).
- c) 10 years of experience in civil engineering services including 5 years' experience in a supervisory/leadership position.
- d) Valid Class 5 BC Driver's Licence.