



## **INFRASTRUCTURE ENGINEER (Exempt)**

**Competition #:** 146-COV-18

**Closing Date:** January 13, 2019

If you've heard of the Okanagan, you know how beautiful it is. Four seasons, year round outdoor adventure and a rich agricultural bounty are just some of our charms. The City of Vernon is seeking a highly motivated and experienced professional to join the Community Infrastructure and Development Services team. Vernon is a growing, evolving city and our team is dedicated to making it the greatest place in the world. If you are skilled, talented and want to make a difference, we want to hear from you.

Reporting to the Manager, Infrastructure Management, this position is responsible for assisting with the formulation and delivery of the City of Vernon Infrastructure Management program and ensuring that the infrastructure works performed by and on behalf of the City of Vernon adhere to sound engineering principles and standards.

### **Duties:**

- Plans, designs, and supervises municipal infrastructure projects such as roads, sanitary sewers, storm sewers, sidewalks and curbs and gutters.
- Issues, scores, and awards Requests for Proposal including development, contract administration, designs, tenders, resident services, cost estimates and tender-law issues.
- Develops terms of reference for infrastructure projects, reviews consultants' designs, plans, tender packages, reports and monitors consultants' performance on behalf of the City.
- Assists with the assessment of the City's existing infrastructure and future infrastructure needs and assists with the development of the long range infrastructure plan to address City renewal and improvement priorities.
- Supports the Manager, Infrastructure Management in the formulation and development of infrastructure budgets and work plans.
- Supports the Manager, Infrastructure Management in preparing the operating budget and work plans for the Infrastructure Management Department, in particular, recommends priorities, submits cost estimates and works and makes budget adjustments and approves purchase orders for services, equipment and supplies as per City policy.
- Coordinates infrastructure project delivery with the Operation Services Division.
- Reviews and certifies engineering drawings using current engineering principles.
- Co-ordinates construction projects with the Operation Services Division.

- Provides engineering and contract management expertise to the technicians in the department.
- Reviews detailed construction drawings for adherence to engineering standards.
- Recommends amendments to City bylaws, policies and procedures relating to infrastructure.
- Plans and participates in public consultation regarding infrastructure projects.
- Ensures infrastructure construction projects adhere to government regulations and advises the appropriate governmental agencies, as needed.
- Directly supervises all aspects of performance of consultants procured for specific infrastructure projects and engineering studies. This position also assigns tasks, reviews work and provides input into the performance plans of all of the technicians in the Infrastructure Management Department.
- Performs engineer duties which encompass the powers, duties, and functions as defined within municipal bylaws.
- Authors, reviews, and presents Council reports/memos.
- Oversees the preparation and maintenance of as-built drawings.
- Coordinates permitting with other government agencies and utilities.
- Responds to public requests related to City of Vernon Infrastructure.
- Performs other related duties as necessary for the competent, efficient, reasonable and orderly development of the City's engineering and servicing requirements.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

- Bachelor's Degree in Civil Engineering supplemented by a minimum 6 years related infrastructure experience.
- Eligible for registration with EGBC as a P. Eng.
- Equivalent combination of education and experience may be considered.
- Valid BC driver's license.

**Required Knowledge, Skills and Abilities:**

- Working knowledge of current engineering techniques.
- Extensive knowledge of all aspects of water distribution, sanitary sewer collection and disposal, storm drainage systems, transportation, and related surface works.
- Extensive knowledge and background in contract management.
- Well-developed knowledge of infrastructure and operating budget preparation (long and short term).
- Demonstrated successful project management experience in either a municipal or consulting environment.
- Proven critical thinking abilities.

- Strong PC/technology skills and aptitude, and familiarity with current software such as Microsoft Excel, Word, PowerPoint, Access, Civil3D and Project in addition to proficiency with general office equipment.
- Strong leadership and supervisory skills.
- Outstanding interpersonal abilities to effectively work with the public, team members and facilitate cross-divisional relationships.
- Ability to work with minimal supervision.

**Preferred Education and Experience:**

- Contract administration and project management experience in both a municipal and consulting environment.
- Project Management Professional (PMP) designation.
- P.Eng. designation.
- Working knowledge of municipal legislation.

**TO APPLY:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the on-line *Application for Internal Posting* form located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!