



Municipality of the County of Kings

Job Description

Manager of Engineering Services

POSITION TITLE: Manager of Engineering Services

REVISION DATE: February 2024

REPORTS TO: Director of Engineering & Public Works

POSITION SUMMARY: Reporting to the Director of Engineering & Public Works, the Manager of Engineering Services (Manager) provides leadership and strategic advice in the areas of infrastructure, engineering, capital asset management, municipal water distribution, wastewater collection, storm water and street/sidewalk maintenance. The Manager leads a team of unionized staff (full time and seasonal) and administers Engineering's capital and operating programs. The Manager is responsible for facilitating aspects of procurement and project management related to municipal infrastructure projects. The Manager is responsible for providing engineering advice to other departments of the Municipality, and for the presentation of technical information and contract awards to Municipal Council. The Manager is also the primary liaison with the Municipality's engineering consultants, contractors, funding partners, and other government/external agencies.

JOB DUTIES & RESPONSIBILITIES

1. Administer Capital Program for EPW Infrastructure (40%)

- 1.1. Manage the Municipality's \$4-12 million Capital Program involving water/wastewater distribution and collection systems, roads, storm water systems, sidewalks, trails, facilities and buildings.
- 1.2. Responsible for budgetary planning, procurement, preparation of tender specifications and engineering drawings, contract awards, construction administration and related Council reporting.
- 1.3. Responsible for all aspects of project management, including project identification, development, life-cycle analysis, risk management, scheduling, resource management and implementation/commissioning.
- 1.4. Responsible for development of engineering plans and tender specifications for in-house Capital projects and infrastructure initiatives.
- 1.5. Develop asset management plans and long-term budget forecasts related to municipal infrastructure.
- 1.6. Manage construction inspection program for quality control and to ensure safe work practices are followed.
- 1.7. Manage surveying and underground video pipe inspection programs, and GIS mapping of Municipal infrastructure (records management).

2. Administer Operating Program for EPW Infrastructure (25%)

- 2.1. Lead a team of unionized staff (full time and seasonal), providing coaching, work/training plan development and performance management.
- 2.2. Manage the Municipality's \$1.7 million Road & Sidewalk, \$500,000 Municipal Building and \$140,000 Recreation Facilities maintenance programs.
- 2.3. Management of Municipal recreational facilities, including Aylesford Lake Beach, McMaster Mill, View Park, Black River & Loon Lake Boat Launches and the Harvest Moon Trail.
- 2.4. Manage day-to-day operation of the Municipal Complex.

3. Technical Liaison for Engineering Services (25%)

- 3.1.** Provide technical and engineering advice relating to projects/operations to Municipal Council, Committee of the Whole and Council Committees.
- 3.2.** Provide engineering advice and recommendations to internal Municipal departments related to Planning Applications, Development Agreements and Subdivision Applications.
- 3.3.** Administer consulting, construction and maintenance RFPs/contracts related to municipal infrastructure and facilities.
- 3.4.** Review deliverables prepared by consultants and provide direction and engineering advice relating to project merits, design and concepts.
- 3.5.** Collaborate with senior management across departments on development of work plans and organizational improvements.
- 3.6.** Represent the Municipality on engineering related consultation with external agencies.
- 3.7.** Negotiate property transactions and service contracts with external agencies.
- 3.8.** Coordinate winter road/sidewalk plowing activities with NSDPW, Kentville/Berwick Town Council, and New Minas Village Commission.

4. Engineering Review of Subdivision Developments (10%)

- 4.1.** Designated as the Municipal Engineer according to the Municipal Government Act and Subdivision Bylaw.
- 4.2.** Oversee engineering review of new subdivision developments in the Municipality, ensuring compliance with Municipal policy, by-laws, and specifications.
- 4.3.** Liaison with developers and approval agencies.
- 4.4.** Approval of breaking soil and sewer/water applications.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Bachelor of Engineering (Civil or Environmental discipline preferred); registered as a Professional Engineer with Engineers NS.
- 5 years of experience related to Municipal Engineering and infrastructure required.
- Experience in a municipal government setting would be considered an asset.
- Experience with project management and procurement would be considered an asset.

Knowledge, Skills, Abilities

Project Management

- Sustainable budgeting and cost estimating
- Life-cycle analysis
- Risk management
- Project scheduling
- Tendering and procurement
- Construction administration and quality control
- Project commissioning
- Resource and facilities management

Engineering Design

- Water/wastewater treatment and distribution systems
- Storm water systems/management
- Roads, sidewalks, and trails
- Municipal facilities and building infrastructure.
- Tender specifications
- Subdivision approvals

Other

- Exceptional customer service skills
- Superior organizational, analytical, research, problem solving and decision-making skills.
- Strong written, communication and computer skills
- Leadership and ability to work well in a team environment.

This is a full-time non-unionized position. Compensation includes a competitive salary and benefits plan. Salary will be the Municipal Non-Union Pay Scale. Regular hours of work will be Monday to Friday 8:30am – 4:30pm. Some evening or weekend hours will be required.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>