



POSITION DESCRIPTION

POSITION:	DEVELOPMENT & CAPITAL PROJECTS ENGINEER
DEPARTMENT:	DEVELOPMENT SERVICES & ENGINEERING
CURRENT ISSUE:	FEBRUARY 2024
NEXT REVISION:	FEBRUARY 2029
AFFILIATION:	NON-UNION

POSITION SUMMARY:

Reporting to the Director of Development Services & Engineering, the Development & Capital Projects Engineer will be responsible the planning, design and approval of municipal infrastructure projects involving roads, storm and sanitary sewers, watermain and stormwater management systems as well as the review of development applications including subdivisions and site plans. The position will also be responsible for the project management of a variety of municipal engineering studies and analysis (servicing, water distribution and sewage collection) as well as class environmental assessments for capital projects and the management of capital projects from preliminary design, to tendering, construction and completion. The role also requires contract administration and coordination/collaboration of other engineering disciplines and sub-consultants.

The Development & Capital Projects Engineer will also be responsible for providing technical direction, mentoring/training of junior staff and assisting the Director with the day-to-day operations of the Department.

DUTIES AND RESPONSIBILITIES:

1. Efficient and timely processing of engineering review and approvals on a variety of development applications such as Subdivision, Site Plans, Zoning By-law and Official Plan amendments.
2. Review and approve lot grading and drainage plans, slope stability studies, hydrogeology and soil studies, noise and traffic impact studies, environmental assessments and other related engineering designs prepared by external consultants for development-related proposals.
3. Review and approve engineering designs for water, road and sewer proposals, storm water management; manage peer review and master studies; assist the Director in identifying future needs.
4. Manages total project delivery using in-house and/or external resources for infrastructure construction and rehabilitation projects, including roadways, structures, sewers, watermains, pumping stations, treatment works, drainage works, lighting, and related underground utilities.
5. Monitors, tracks and reports on project status and expenditures, arranges all project related testing and handles commissioning.
6. Participates in project identification, prioritization and planning; organizes the conduct of environmental impact assessment and other studies and all stages of the project lifecycle;

contributes to the review/development of department engineering standards, and carries out other duties as assigned.

QUALIFICATIONS:

- P.Eng. in the Province of Ontario
- Minimum of 5-8 years of municipal engineering experience
- Excellent municipal design and project management skills
- Experience with completing Municipal Class EA process
- Knowledge of Ontario Planning, Municipal, Development Charges, Water Resources, Clean Water, Safe Drinking Water and Environmental Assessment Acts and associated legislation, regulations and guidelines
- Knowledge of engineering standards, by-laws and related national and provincial codes pertaining to health and safety, building, plumbing and fire
- Project management principles and practices
- Knowledge of design, construction and operational practices for water distribution, sewer collection, road designs and traffic control
- Familiar with transportation engineering including traffic control, traffic regulation and geometric design practices, MOE, MTO, TAC (Transportation Association of Canada) design criteria
- Familiar with Development/Engineering Approval procedures and practices
- Thorough understanding of relevant legislation, guidelines and standards
- Demonstrated abilities as a team leader, responsible for mentoring and coordinating a team of support staff
- Excellent written and verbal communication skills, organizational and time management skills
- Strong computer skills with Microsoft Office
- Experience with business development is an asset
- Valid driver's license and reliable transportation

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers

and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.

- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Director of Development Services & Engineering.

Director of Development Service
& Engineering

SIGNATURE

DATE

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

DEVELOPMENT & CAPITAL PROJECTS ENGINEER

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position				X
Standing – remaining on one’s feet in an upright position without moving about or combined with walking		X		
Walking – moving about on foot on level or uneven surfaces		X		
Stooping/Bending – bending down and forward at the waist in a sitting or standing position		X		
Kneeling – bending legs to rest on one or both knees	X			
Crouching/Squatting – Bending down and forward by bending legs at knees	X			
Crawling – Moving about on hands and/or knees or feet.	X			
Twisting – Rotating upper torso left and right while sitting or standing		X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.	X			
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.		X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.				X
Reaching – extending hands and/or arms below, at or above shoulder height		X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping		X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.		X		
Lifting	Under 10 lb. (4.5 kg)		X	
	10 – 20 lb. (4.5 – 9.0 kg)		X	
	20 – 40 lb. (9.0 – 18.0 kg)	X		
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift	X		

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors	X	
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	X	

WORKING RELATIONSHIPS

Internal	All Departmental staff as well as other municipal employees, Councillors
External	Government ministries and agencies, public, professional consultants including but not limited to the lawyer, engineers, planners, architects, biologists, etc.

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents		X				Providing information; follow-up on complaints and inquiries	X	X
Stakeholders/Contractors		X				As team leader and member; supporting departments and unit activities, purchase orders	X	X
Employees/Managers		X				Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council			X			Providing information, seeking approval/direction	X	X

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses		X				Supporting referred-in workload	X	X

ENVIRONMENTAL DEMANDS:

This position may have to serve a number of people both internal and external with competing deadlines. There may also be interruptions and requests from others. The employee must be an excellent communicator and able to manage multiple demands from residents, outside stakeholders, staff and Members of Council. This position requires frequent use of the computer and other office equipment.

WORKING CONDITIONS:

This position is typically in an office environment. Hours may be flexible, including some requirement attend after hour meetings.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent