

JOB DESCRIPTION – ENGINEERING PROJECT MANAGER

CORE FUNCTION: The Engineering Project Manager prepares and maintains plans for the upgrading and replacement of Town infrastructure including roads, water, wastewater, stormwater and other infrastructure. This position manages Town infrastructure improvement projects & engineering studies, ensures new development meets applicable standards, maintains records & databases for Town infrastructure and manages the solid waste services contract.

ACCOUNTABILITY: Director of Engineering and Operations

STANDARDS OF PERFORMANCE:

- ability to provide leadership and self-motivation that requires a minimum of supervision
- ability to maintain accurate records
- ability to effectively manage and coordinate the completion of projects
- ability to deal with the public in an effective and efficient manner

FUNCTIONS:

Leadership

1. Perform engineering related functions including planning, design, drafting, surveying, construction supervision and other administrative duties assigned with minimal supervision.
2. Frequently advise, direct, assist and co-operate with contractors, consultants, developers, media, other outside government agencies and the general public to maintain harmonious working relationships.
3. Provide construction supervision, engineering inspection services as required.
4. Supervise Municipal Projects, with oversight on contractors/subcontractors and their adherence to established safety standards and quality control
5. Authority to issue "Stop Work" Orders on Municipal and Contractor work if established standards are not being met.

Budget

1. Provide input to and assist with preparation of current and long range, capital and operating budgets.
2. Participate in the development of long term capital planning.
3. Review, analyze and evaluate for approval, construction related expenditures against the Capital projects to ensure cost effectiveness, eliminate misuse

and duplication of funds and update project financial status on an ongoing basis.

Technical

1. Undertake and perform engineering design calculations, analyze sketches, tracings, design and survey drafting as required to produce technically correct designs of municipal capital works and local improvements.
2. To develop and maintain an asset management plan in coordination with other departments.
3. Work with AutoCAD Civil/Map 3D, ArcGIS, GIS mapping and other applications for preparation and updating technical/engineering drawings.
4. Review, develop and create technical specifications, tender and construction contract documents suitable and complete for purposes of public tendering and/or award of construction of capital works and local improvements.
5. Manages Capital Infrastructure Projects across multiple departments including, budget preparation, project design, Request for Proposals, and tender, quality and cost control and works closely with hired consultants.
6. Track project against its schedule, budget and objectives, reporting status to Leadership team on an as needed basis.
7. Control and recommend for approval during construction, change orders in design or redesign based on field conditions; monitor, control and recommend for approval the same on the Town of Rocky Mountain Hosue capital projects under the supervision of consultants.
8. Ensure compliance with legal requirements for traffic control and operations and comply with all pertinent and current Federal, Provincial and Municipal laws and regulations.
9. Prepare and present detailed reports pertinent capital projects as required.
10. Inspect projects for deficiencies, review and analyze test results, recommend for approval Construction Completion Certificates and Final Acceptance and Commissioning of such facilities and systems.
11. Assist in the overview of construction projects during the warranty/maintenance period to ensure that design/construction deficiencies are corrected as required.
12. Participate in the reviews of subdivision and development proposals to ensure the Town's Design guidelines, Utility Master Plan and Transportation Plan are conformed to.

13. Prepare, update and /or review for approval As-Built drawings and records for the entire Town of Rocky Mountain House infrastructure and ensure inclusion in the overall As-Built Inventory.
14. Carry out general and routine department duties when and as assigned.
15. Work with Engineering consultant on various project on a continual basis

Risk Management & Safety:

It is the responsibility of the Town of Rocky Mountain House employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.

1. The engineering project manager is responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.

QUALIFICATIONS:

Education:

1. Civil/Construction/Engineering Diploma or Degree from a recognized technical institute or equivalent combination of education and experience.
2. Eligible for membership in the Alberta Society of Engineering Technologists (A.S.E.T.)

Experience:

1. Minimum of two (2) years Civil Engineering experience, which shall be in municipal engineering, design, construction and or contract administration.
2. Project management designation and experience required.
3. Proficient use of Microsoft programs and other related software.
4. Proficient computer skills and training in computer applications such as Microsoft Office, AutoCAD, ArcGIS, Acrobat, Photoshop
5. Experience in project management
6. Experience in a municipal setting preferred

Competencies:

1. Ability to make sound judgments.
2. Ability to work in outside conditions.
3. Above-average leadership and project management skills.
4. Strong analytical and communication skills, both written & verbal.

5. Strong project management skills, ability to organize time and work task programs.
6. Familiarity with Town structure, operations, and familiarity with County structure and knowledge of rural communities
7. Authority to stop Municipal and Contractual work in the event that inefficient, ineffective, possible damage or safety related situations occur.
8. Must possess Valid class 5 Alberta Drivers License

Approval Date: _____

Approved by: _____

Dean Krause, CAO