



POSITION TITLE:	Project Engineer
REVISION DATE:	April 18, 2024
REPORTS TO:	Manager of Roads and Engineering
POSITION SUMMARY:	Coordinates and oversees the completion of engineering studies and approved capital projects on time and within budget. This position participates in the review of subdivision and development applications to ensure compliance with Municipal engineering standards.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Capital Project Management (60%)

- 1.1. **Work Plans** - In coordination with the Manager of Roads and Engineering, assigns a priority and develops a work plan for each capital project. Maintains regular liaison with Consultants and Contractors; plays a lead role in tracking project schedules and budgets; and provides regular status reports to the Manager.
- 1.2. **Determines Project Requirements** - Determines which aspects of the projects will require the assistance of an engineering consulting firm and which aspects of the project can be completed by the incumbent; and takes steps to obtain the necessary services by preparing RFPs, tender documents, or liaising with a Consulting Engineer for the preparation of same.
- 1.3. **Oversees Projects** - Oversees the preparation of engineering plans and specifications for assigned projects, bidding processes, competency of contractors and vendors and the determination of selection criteria for construction contracts. This includes overseeing the work of engineering consulting firms and contractors hired for the completion of work and responding to resident complaints and enquiries.
- 1.4. **On-Site Inspections** - Provide the necessary on-site inspections and supervision to ensure quality of work. Ensure compliance with the applicable Occupational Health & Safety Regulations and Municipal policies.
- 1.5. **Perform Other Engineering Tasks** - Perform, to the extent possible, engineering tasks within the incumbent's area of competence to facilitate the timely completion of assigned projects. This shall include the procurement of services or equipment as well as obtaining regulatory approvals. Some design may be required.

2. Subdivision Application Review (20%)

- 2.1. **Professional Expertise** - Acts as a subject expert in relevant sections of the MGA, Subdivision Regulations and By-Laws and Engineering Standards and Guidelines. This includes providing consistent and fair application of

regulations related to design review, inspection and acceptance of Municipal infrastructure and provides interpretation of Municipal policy and procedures.

- 2.2. **Monitor Procedures and Processes** - Participates in the establishment and monitoring of procedures to ensure efficiency, accuracy and consistency in the review process such as setting up protocols to streamline and review the process for subdivision.
- 2.3. **Enforces Engineering Standards** - Enforces engineering standards and Municipal by-laws to ensure public health and safety standards are met and the public interest is served.

3. Environmental Compliance (5%)

- 3.1. **Liaison/Advise Staff** - Liaison with operational staff and other agencies in the achievement of the environmental compliance aspects of capital projects.
- 3.2. **Field Studies** - Initiates, co-ordinates, and conducts field studies related to sanitary sewage and storm drainage issues.
- 3.3. **Construction Permits** - Applies for construction permits through Nova Scotia Environment as and when necessary.
- 3.4. **Resident Complaints/Enquires** - Investigate, report and provide recommendations on resident enquiries or complaints relating to sewers, drainage and flooding problems.

4. Special Projects and Strategic Initiatives (10%)

- 4.1. **Strategic Planning** - Participates in the development of a strategic plan for Engineering Services.
- 4.2. **Special Projects** - Carries out special projects as assigned by the Manager of Roads and Engineering. This may include participation in both department and interdepartmental teams.

5. Administrative (5%)

- 5.1. **Capital/Operating Budgeting** - Assists the Manager of Roads and Engineering in the preparation of yearly capital and operating budgets.
- 5.2. **Grant Funding** - Investigates and recommends funding for grants program applications to Municipal operations (i.e. PCAP).
- 5.3. **Adherence** - Responsible for adherence to Municipal procurement standards and guidelines.
- 5.4. **Potential Development Activities** - Assists Business and Economic Development with issues such as survey and estimating new or potential development activities.
- 5.5. **Other Duties** - Performs other duties as assigned by the Manager of Roads and Engineering.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Degree in Civil Engineering or equivalent
- Professional status and membership in Engineers Nova Scotia
- A minimum of five (5) years' experience with three (3) years' experience in a public sector role
- An equivalent combination of education and experience will be given consideration

Knowledge, Skills, Abilities

- Thorough knowledge of municipal engineering theory, principles, and practices
- Knowledge of Provincial and Federal regulations, standards and practices as well as relevant sections of the MGA, municipal policies, law and regulations applicable to the field of municipal engineering
- Strong attention to detail and organizational skills
- Ability to carry out assigned projects and initiatives to their completion within required time frame and with limited supervision or direction
- Ability to communicate effectively, both verbally and in writing; ability to establish and maintain effective working relationships with employees, consultants, vendors and the public
- Thorough knowledge of procurement methods and procedures
- Solid knowledge of Microsoft Suite including Excel, Word and Outlook

Working Environment

- This position qualifies for overtime pay.

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