**CITY OF YELLOWKNIFE**

**JOB DESCRIPTION**

June, 2014

**POSITION TITLE**: Municipal Engineer **POSITION NO:** #902-136/142/154/156U

**DEPARTMENT**: Public Works & Engineering **DIVISION:** Engineering

**LOCATION**: City Hall **SUPERVISOR'S TITLE**: Manager, Public Works and Engineering

**SUMMARY OF THIS POSITION**

Under the general direction of the Manager of Public Works and Engineering, the incumbent coordinates the planning, implementation and reporting of municipal services and programs according to City policy and directives. Research and analysis regarding capital projects and operations is a necessary component of the position. A significant part of the incumbent’s time is spent in managing multi-million dollar capital projects, including construction and contract management, design of water and sanitation projects, as well as roads and sidewalks’ capital projects. The balance of time requires the incumbent to work on other municipal services projects, or tasks as outlined, but not limited to, the responsibilities listed below.

All Municipal Engineer positions gain experience and work in all aspects related to the position for redundancy and coverage in the department.

**OUTLINE OF DUTIES**

* Provides municipal engineering services by:
* reviewing development applications;
* assisting in managing capital projects, reviewing contract documents, attending meetings, coordinating activities, ensuring quality control, processing consultant/contractor claims, and providing input to capital planning and the budgeting process;
* providing assistance to the general public, developers, contractors, consultants, Federal and Territorial government personnel and City Operations and Maintenance staff regarding complaints, inquiries or requests on technical matters related to the City's infrastructure;
* compiling information for memorandums to committee regarding capital projects;
* preparing in-house departmental reports;
* performing periodic inspections, surveys, traffic counts, research projects, minor designs, and infrastructure inventory updating, traffic database, traffic accidents database;
* updating department servicing standards and policies;
* maintaining budget control documents;
* coordinating waste recycling programs on behalf of the City;

…/2

* working with Solid Waste Facility Attendants to ensure sound environmental practices are followed at the landfill in an efficient manner;
* coordinating the City’s Water License requirements;
* managing the City’s Transit System; and
* managing the traffic control program and responding to timing changes and outages.
* Manages and designs capital projects of varying amounts ($5,000 - $5,000,000) which is done by:
* designing and resident (field) engineering inspections of capital projects. The incumbent makes technical decisions in the field that has budget implications. These decisions impact essential services such as water and sewer services provided to residents;
* designing, preparing, reviewing and revising contract documents, coordinating site activities, ensuring quality control and site safety, processing consultant/contractor claims, and providing input to capital planning and the budgeting process;
* scheduling, attending and documenting contract meetings (i.e. pre-construction meetings, weekly site meetings, neighborhood sidewalk meetings);
* coordinating contractors, sub-contractors, and utility companies to ensure projects are completed in an efficient and effective manner; and
* ensuring quality control to verify construction activities meet project and tender specifications.

**SPECIFICATIONS**

Knowledge, Education and Experience

The Municipal Engineer position requires an Engineering Degree in the municipal field from a recognized university, eligibility for professional designation in the NWT as an Engineer, and at least 3 years of field experience. Equivalencies in education and experience may be considered.

The incumbent requires effective interpersonal and organizational skills together with strong verbal and written communication skills. It is required that the incumbent be skilled in the use of Microsoft Word, Excel, PowerPoint, AutoCAD, and Civil 3D. A valid Class 5 Driver’s Licence is required.

**RESPONSIBILITY**

Supervision

The incumbent works independently with minimum direct supervision. Occasional supervision of casual summer staff is required.

…/3

Contacts

Extensive interaction with senior administrative staff as well as contractors, technical staff, consultants and the general public is required.

Public Sensitivity

Departmental operations are sensitive to public pressures. Occasionally program delivery is subject to extreme public pressure and development.

**EFFORT**

Mental

The job requires sustained concentrated attention to ensure accuracy. Long periods of time can be spent at a computer. There can be substantial mental stress during the busy construction season while managing capital projects. Interaction with contractors, consultants, technical staff and the public can be stressful at times, as the Municipal Engineer is expected to resolve issues in a timely manner.

Physical

The incumbent is required to do field work such as grade layout, survey pick up and general inspection on capital projects. A substantial amount of overtime may be required, particularly during the short construction season.

**WORKING CONDITIONS**

Environment

The environment is predominantly in an office however site visits and inspections are common.

Hazards

During site visits and inspections proper personal protective equipment (PPE) must be worn and all safe work practices followed to minimize any hazards or risks of injury.

…/4

I have read and understand this job description. The Human Resources Division has informed me that it is a general description of the duties and responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

Employee’s Signature Date

Department Head’s Authorization Date

City Administrator’s Authorization Date

Human Resources’ Authorization Date

DM 393526, v2