

Director of Engineering Services

Development Services – Engineering

Competition #30

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 36.25 hours per week. This position is not part of a collective agreement and is open to all interested parties. The City of Brandon reserves the right to underfill this position.

Rate of Pay: \$115,405.68 - \$149,350.00 annually - 2024 Rates
(Depending on experience and tenure with the City of Brandon, candidates may earn up to \$149,350.00.)

Closing Date: 11:59pm, January 13, 2025.

This competition will include testing and an interview.

PURPOSE OF POSITION

The Director of Engineering Services oversees capital infrastructure planning, design and construction for the City of Brandon. Specific areas of direct reporting include Strategic Infrastructure, Asset Management, Land Development and Infrastructure Design and Construction. Reporting to the General Manager of Development Services, this position works closely with other directors of Planning and Buildings, Utilities, and Economic Development. The position is responsible for the long-term sustainability of municipal infrastructure that supports growth strategies of the City.

TYPICAL DUTIES AND RESPONSIBILITIES

Service Delivery

- Ensures the services of the Department align with the City's vision by developing, implementing, and monitoring a departmental strategic plan (goals, objectives, action plans, and associated performance measures);
- Works to maintain scope, budget and schedule of capital plans and programs.
- Maintains a close working relationship with the local development and construction community to ensure compliance and delivery of city standards and specifications.
- Provides municipal engineering service and advice to all departments within the city.
- Maintains a strong working relationship with provincial and federal agencies, to ensure compliance with all Acts and Regulations affecting the Department;
- Responsible for managing public relations issues including council enquiries about the operations of the Department;
- Working with the Directors of Planning, Utilities, and Economic Development, plans for the future of the City of Brandon's network infrastructure;
- Presents reports and programs relevant to the Department to City Council, as required;
- Leads the Municipal Assets section in the continuation of the development and implementation of a city wide asset management program.
- Working with the other departments in Development Services to continually review and, when necessary, improve upon on service delivery to both internal and external clients.

Leadership & Employee Development

- Gains support and understanding for initiatives and services provided by the Department in meeting Departmental goals and objectives;
- Leads by example, and promotes others exceptional open and professional communication internal to the organization and external to the community;
- Supports an environment that encourages creative thinking and innovation; stimulates others to learn; and inspires others to perform to their highest potential;
- Manages appropriate succession and training plans and ensures employees are sufficiently developed to perform their duties;
- Influences and inspires others to achieve goals and objectives and ensures employees have the necessary understanding, skills, training, and resources to achieve the objectives;
- Builds and maintains positive and healthy relationships internal and external to the organization;
- Leads others in adapting to innovative work environments and ensures awareness on Department initiatives, decisions, committees, policies, etc. is communicated;
- Promotes and guides others to understand delivery of effective services and achievement of objectives and their interrelationship;
- Promotes harmonious employee relations while guiding and coaching employees, supervisors, and other managers;
- Demonstrates a commitment to the organization by actively participating in committees, programs, policy development, and organizational initiatives.

Management and Administration

- Develops and ensures maintenance of capital and operating budgets, personnel needs, and resource requirements for compilation and submission;
- Interprets legislation, regulations, by-laws, policies, etc. as they relate to the Department services and employees;
- Directs and ensures maintenance of and compliance with policies and procedures including administrative policies, collective agreements, safety procedures, government regulations, City bylaws, etc.
- Liaises with staff from other departments and may participate in providing direction and guidance in the delivery of service and/or initiatives;
- Responsible for creation, execution, oversight, and administration of contracts related to the Department.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Bachelor of Science in Civil Engineering or related Engineering degrees.
- Membership in or ability to acquire membership with Engineers Geoscientists Manitoba
- Manitoba Class 5 driver's license
- Experience in design and construction of municipal infrastructure.
- Substantial progressive leadership in a management role (minimum of 4-6 years)
- Progressive Experience in project management.
- Experience in procurement and administration of Engineering Service Providers.
- Experience in the management of large capital and operational programs

WORK CONDITIONS

Physical Conditions

The duties of a Director of Engineering Services are carried out in a variety of City facilities Sits at a desk using keyboard and office equipment; (daily)

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- Uses hands, arms, shoulders; (daily)
- Stands, walks, operates motor vehicle; (daily)
- On site presence; (occasional)
- Presents to large and small groups. (frequently)

Psychological/Stress Conditions

The Director of Engineering Services workload and environment may affect their emotional or stress levels.

- Deals with a demanding development and construction industry; (frequently)
- Deals with opposition or resistance to change; (daily)
- Demanding issues involving employees and/or union groups; (frequently)
- Manages potential for significant retirements/turnover in skilled and knowledgeable employees in the immediate future; (on-going)

Work Conditions

The Director of Engineering Services works as part of a management team. Works collaboratively with the management team; (daily)

- Works collaboratively with the management team; (daily)
- Works in a shared and consultative manner with other employees; (daily)
- Will be required to be available outside of normal working hours; (frequently)
- Distance travel may be required; (occasionally)
- Responsible to the General Manager of Development Services.

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please contact HR@brandon.ca for a complete job description.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!