



JOB TITLE: MUNICIPAL ENGINEER II

REFERENCE NO: 38009

DIVISION: DEVELOPMENT AND INFRASTRUCTURE

DEPARTMENT: PLANNING, BUILDING AND DEVELOPMENT

APPROVAL DATES: BY:  DATE: June 10/08
COMMISSIONER OF DEVELOPMENT AND INFRASTRUCTURE

BY:  DATE: June 10/08
GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

This position is responsible for providing engineering services within the framework of municipal planning and development. Under the guidance of the Senior Municipal Engineer, the incumbent utilizes technical and task management expertise to achieve departmental objectives. Responsibilities include providing engineering review and technical regulatory approval through all phases of the land development process to ensure that all design, construction, and inspections are carried out in accordance with industry practices, municipal standards, and city policies.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to Senior Municipal Engineer.
- Works closely with department co-workers and staff across other departments.
- External relationships are maintained with developers, consultants, contractors, government agencies, boards, and associated professional groups.
- This position supervises internal technologists, surveyors or field staff and external consultants or contractors on a project by project basis as specifically assigned.
- Acts with considerable freedom and independence subject to department requirements and direction.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- In conjunction with the Senior Municipal Engineer:
 - Ensures that engineering and technical review and applicable approvals are provided through all phases of the land development process including Area Structure Plans, Conceptual Schemes, Sub-Division, Servicing, and Development Permits, as assigned.
 - Responsible for negotiating, preparing, and ensuring the required approvals are in place for Service Agreements and the associated Functional (engineering) Servicing Reports, and detailed engineering design drawings, as assigned.
 - Negotiates and seeks to resolve technical and scheduling conflicts and disputes between the operating departments and developers (or their engineering consultant) as may be required.
- Responsible to complete engineering analysis, studies, designs, engineering report preparation, cost estimates, tenders, and contracts on time, as assigned.
- Create, update and interpret City of Medicine Hat standards related to design, municipal servicing, construction specifications or bylaws for the department, as assigned.
- Responsible for ensuring that all relevant engineering inspections, testing, monitoring, data collection, applicable reports, proposals, and evaluations are in compliance with legislation, industry practice,

codes, municipal standards, and policy, as may be required.

- Supports and maintains positive communications including providing effective guidance, direction, advice and coordination role with government departments, external and internal agencies, other City departments, developers and the public.
- Acts in place of the Senior Municipal Engineer, when requested by supervisor or delegate.
- Performs other related duties, as requested.

REQUIRED COMPETENCIES:

- Thorough working knowledge of civil engineering theory, principles, practices, and procedures as related to the design, construction, and lifecycle management of municipal infrastructure including buildings, transportation systems, storm water systems, water and sanitary utilities, and sub-division servicing.
- Working knowledge of the legislation, regulations, and practices involved with the land development process.
- Working knowledge of legislation, regulations, and practices related to municipal infrastructure, and sub-division servicing, as well as relevant Environmental, and Occupational Health and Safety practices and regulations.
- Working knowledge in the application of sound project management practices and capital project delivery including contract preparation, management, and supervision.
- Experience in the preparation and execution of capital projects and input to operating budgets and business plans, including knowledge of municipal budgeting principles and practices.
- Strong interpretive and logical problem solving skills to define diverse technical problems and develop creative solutions complete with technical objectives and detailed resource requirements.
- Ability to work with nominal direction while exercising discretion and sound judgement in decision making and conflict resolution.
- Ability to make decisions and effective recommendations that influence defined programs, areas outside of defined policy, projects and services as well as resources dedicated to achieving established service objectives.
- Excellent organizational skills with the ability to function effectively in a diverse and fast-paced office environment as well as under field conditions.
- Strong ability to express ideas orally in a clear, concise and logical manner.
- Excellent demonstrated interpersonal skills, with the ability to establish effective working relationships with co-workers, other departmental staff, consultants, the business community and the public.
- Strong ability to prepare sound and logical written documents including reports, contract documents, proposals and presentations on complex technical subjects.
- Thorough working knowledge of office software, engineering and geographical information systems, with an ability to adapt to new applications.

REQUIRED QUALIFICATIONS:

- Successful completion of a Bachelor of Engineering degree in Civil Engineering from a recognized university.
- Professional Membership in, or the ability to become a Professional Member of, the Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA).
- Five (5) years of directly related experience as a Professional Engineer in a related field.
- Valid Class 5 Alberta driver's license.
- An equivalent level of Management approved training and experience may be considered

SALARY RANGE:

- As per the Non-Union Salary Grid.