



JOB DESCRIPTION

JOB TITLE: ENVIRONMENTAL UTILITIES ENGINEER II - INTERMEDIATE

REFERENCE NO: 66305

DIVISION: ENERGY AND INFRASTRUCTURE

DEPARTMENT: CITY ASSETS

APPROVAL DATES: BY:  **DATE:** June 9, 2022
MANAGING DIRECTOR – ENERGY AND INFRASTRUCTURE

BY:  **DATE:** May 26, 2022
ACTING CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This professional position is responsible for providing engineering design, analysis, development and systems reviews, operations support and program management on municipal water, sewer and solid waste systems under the guidance of the Manager – Engineering EU. To help achieve departmental service objectives, the incumbent will also be responsible for making recommendations and decisions that influence current programs, areas outside of defined policy, projects and services, and resources.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to Manager – Engineering (City Assets – Environmental Utilities).
- Internal relationships are maintained with department co-workers and staff across other departments.
- External relationships are maintained with developers, consultants, contractors, suppliers, agencies, boards, and government departments.
- This position supervises internal technologists, surveyors or field staff and external consultants or contractors on a project-by-project basis as specifically assigned.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Responsible as an individual and as a project team leader 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 / service, construction specifications or bylaws for the department as assigned.
- Review subdivision designs, development permit applications, rights-of-way plans, utility servicing proposals, geotechnical studies as assigned.
- Responsible for engineering field inspections, testing, monitoring, data collection, research, evaluations and studies in compliance with legislative, industry practices, policy requirements and departmental business and customer service goals.
- Prepares, maintains, records and reports on financial, operational, asset and personnel activities.
- 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.
- Provides project management support and oversight of consultant partners for capital project execution.
- Performs other related duties as requested.

REQUIRED COMPETENCIES:

- Thorough working knowledge of municipal water distribution and wastewater collection design standards, operations principles and practices as well as water and wastewater treatment process and plant operations.

- Thorough working knowledge of pump station design, construction and operations with emphasis on structures, electrical, mechanical, instrumentation and controls systems.
- Working knowledge of civil engineering principles and practices related to drainage, transportation, and the land development process.
- Strong ability to prepare sound and logical written documents including reports, contract documents, proposals and presentations on complex technical subjects.
- Strong ability to carry out water, wastewater and solid waste business technical analysis, research and reviews to solve complex problems within regulatory and engineering standards.
- Ability to provide direction to project teams including guidance, assigning tasks, monitoring progress training, mentoring and input on hiring and performance reviews.
- Strong interpretive and logical problem-solving skills to define diverse technical problems and develop creative solutions complete with technical objectives and detailed resource requirements.
- 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.
- Excellent organizational skills with the ability to function effectively in a diverse and fast-paced office environment as well as under field conditions including construction and plant sites.
- Working knowledge of municipal water, wastewater and solid waste Legislation and Regulations, tender and contract principles and practices.
- Knowledge of municipal budgeting principles and practices.
- Strong ability to express ideas orally in a clear, concise and logical manner.
- Ability to work with nominal direction while exercising discretion and sound judgement in decision making.
- 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.
- Thorough working knowledge of Microsoft office software, engineering and geographical information systems, enterprise resources system (ERP) with an ability to adapt to new applications.
- Knowledge and application of Provincial Occupational Health and Safety and Environmental legislation as well as City's Health, Safety and Environmental Management System and policies.

REQUIRED QUALIFICATIONS:

- Successful completion of a bachelor's degree in civil engineering from a recognized post-secondary institution.
- Five (5) years of directly related experience as a Professional Engineer in the municipal water and wastewater fields.
- Professional Membership in or the ability to become a Professional Member in the Association of Professional Engineers and Geoscientists of Alberta (APEGA).
- Possess and maintain a valid Class 5 Alberta driver's license with an acceptable driving record.
- An equivalent combination of management approved training and experience may be considered.