



JOB DESCRIPTION

Position Title: Director of Engineering

Date: November 2025

Department: Engineering

Supervisor: Chief Administrative Officer

Position Summary:

The Director of Engineering reports directly to the Chief Administrative Officer and is responsible for executing a wide variety of municipal engineering initiatives and projects.

The Director serves as the engineering and technical advisor to the CAO, staff and Council on a broad range of projects, including capital infrastructure programs. This role provides policy input, develops capital plans and budgets, and prepares detailed technical reports and recommendations for Council consideration. The Director will also develop and implement the departmental budget, and approve expenditure of funds up to established limits as authorized in accordance with Council's resolutions and policy directives.

The Director of Engineering is responsible for leveraging staff expertise and resources to achieve organizational objectives and deliver high-quality municipal services to the community.

Core Values:

Every employee is expected to demonstrate commitment to the following core values:

- Safety;
- Integrity;
- Personal Responsibility;
- Team Work;
- Respectful Workplace; and
- Inclusiveness.

Physical Demands:

- Periods of prolonged sitting;
- Periods of prolonged typing;

Psychological Demands:

- Periods of high pressure and stress;
- Dealing with sensitive information, situations and/or situations of conflict;
- Must be able to respond frequently changing operational demands;
- Must be able to deal effectively with difficult people and extremely stressful situations; and
- Must be able to understand written and/or verbal instructions.

Responsibilities:

- Develop and implement annual strategic planning goals and objectives, action plans, master plans, accountability frameworks and performance reporting for the department;
- Develop short and long-term plans to ensure appropriate service levels, human resources, equipment and facilities in place to meet future operational needs;

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- In consultation with the CAO and other Directors, prepare the department's annual operating capital budget; monitor and control expenditures to ensure budgets are not exceeded;
- Responsibilities under Engineering include, but are not limited to: water, sewer, drainage, asset management, utility planning, transportation and transit planning, environmental services, development engineering and capital projects;
- Develop, implement and evaluate procedures to direct the effective and efficient delivery of engineering services, and ensure processes are designed to meet regulatory requirements;
- Design, construction, administration of all new and existing flood protection services delivered by the District;
- Assist with the development and maintenance of a tangible capital asset management program including policies, systems, and reporting;
- Ensure accurate tracking, lifecycle planning, and optimization of physical and digital assets;
- Implement asset performance monitoring to improve reliability, reduce downtime, and manage risk;
- Develop long-term asset investment and replacement strategies aligned with corporate financial planning;
- Collaborate with finance, operations, and IT to ensure asset data integrity and compliance with regulatory or industry standards;
- Provides professional oversight of all engineering, development, utilities, and capital projects;
- Responsible for long range engineering planning including the oversight and updating of master plans related to civil engineering such as the Asset Management Investment Plan, water, wastewater, stormwater, and transportation master plans;
- Completes engineering reviews for development applications, drafts servicing agreements, corresponds directly with applicants on development engineering matters, and coordinates with Community Development on development projects;
- Conducts and manages feasibility and other technical studies and research as required relative to new and existing services, programs and engineering projects;
- Ensure District policies and directives are followed in a timely and effective manner;
- Ensure that the performance of staff and the overall operation of the engineering department meet the objectives and expectations of the CAO, and that it is performed in compliance with the Worker's Compensation Act and Occupational Health and Safety regulations and appropriate risk management policies;
- Works closely with the Community Development Department relative to the establishment of new services or the extension of existing services;
- Provides strategic, technical and professional engineering advice and support to all levels of the organization and to external stakeholders, with respect to all areas of accountability, including recommendations relative to the viability of acquiring water, storm water, and waste systems;
- Provide creative solutions and innovative approaches to the responsibilities of the position and continually challenge the organization and current methods of operations to achieve even greater efficiencies and effectiveness;
- Participates in recruitment, performance management, performance reviews; training and development, and attendance management of Engineering staff;

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- Ensures staff are adequately inspired to achieve their maximum performance levels and are self-motivated to identify and make recommendations to bring about change in the current methods and procedures to improve efficiency and effectiveness of the Engineering Department;
- Attend and participate, as required, at Council and committee meetings;
- Acts as the spokesperson for the District at public meetings involving engineering issues;
- Perform such other duties as may be required by statute, municipal bylaw or resolution or as may be delegated by the CAO.

Required Knowledge, Skills and Abilities:

- A post-secondary degree from an accredited university with a major in Engineering or a related field. Extensive and related management experience of a progressively responsible nature and at a similar level; or an equivalent combination of education and experience;
- Registration as a Professional Engineer with EGBC;
- Previous experience working in or with a municipal government in a similar role is considered an asset;
- Working knowledge of all legislation and regulatory regimes applicable to this position;
- Thorough knowledge of standard and prevailing civil engineering principles and practices;
- Knowledge of public sector budgeting principles and municipal accounting practices;
- Knowledge of local government objectives and issues;
- Excellent analytical, organizational, time management, problem solving and decision-making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment;
- Strong analytical and problem-solving skills, with a focus on high quality outputs and results;
- Demonstrated leadership and relationship building skills with the ability to lead a team in a unionized environment;
- Proven communication skills, both in oral and written format, and strong interpersonal skills to deal effectively with all levels of the organization;
- Ability to exercise independence in decision making process and have proven experience and knowledge in the principles of management and project management;
- Proven leadership abilities with a record of creativity and innovation;
- Keen critical thinking ability;
- The ability to develop and maintain positive and effective working relationships with a wide variety of stakeholders, including Council;
- The ability to demonstrate a high degree of integrity due to exposure to highly confidential and/or politically sensitive information;
- A valid Driver's Licence.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Working Conditions:

The incumbent will work the standard workweek of Monday to Friday in accordance with the hours specified and on occasion, work additional hours as required. The incumbent will be an Exempt employee. Performance is subject to review, inspection and evaluation by the CAO.

Job Description Qualification Statement:

I have read this job description and can attest that I agree that I am capable and competent to undertake the duties and responsibilities as outlined above. I understand this position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This position description is intended to convey information essential to understanding the scope, the general nature and level of work expected to be performed.

_____	_____	_____
Employee Name	Signature	Date

_____	_____	_____
Supervisor/Director	Signature	Date

USED FOR APPROVAL OF JOB DESCRIPTION

John Fortoloczky
Chief Administrative Officer