

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Chief Engineer

Public Works

Overview

The Chief Engineer has overall responsibility for managing the Municipality's public works asset management and capital projects. This position will play a key role in developing the Municipality's asset management plan, providing technical advice, contributing to the capital budgeting process, and overall management of capital construction projects. The Chief Engineer will promote a positive work environment with Municipal staff, Council, the public and external partners.

This position reports to the Director of Public Works.

Responsibilities

Asset Management

- Leads the development, monitoring and reporting of the Municipality's asset management plan.
- Leads the development, planning, execution, and delivery of asset management services and projects consistently.
- Provides strategic advice on short and long-term capital infrastructure priorities and budgeting process.
- Manages the Municipality's solid waste contract and construction and demolition debris transfer stations.

Engineering

- Works closely with the consultants and contractors, checking and advising specifications, and coordinating activities in the field to ensure timely completion and delivery of services.
- Carries out activities relating to designing and development of specifications for municipal infrastructure projects, conducted both in-house and by external consultants and contractors.
- Prepares or reviews contract plans, specifications and estimates for tenders, evaluates tender bids, makes recommendations, and prepares reports.
- Assists in the development and implementation of policies, standards, and procedures for engineering and technical work.

- Prepares specifications, explain proposals, and present engineering reports and findings as required.
- Provides engineering and technical support to Cumberland Water Utility (includes Springhill, Parrsboro, and Pugwash systems), wastewater treatment plants (WWTP), and Public Works (working groups located in Upper Nappan, Springhill, and Parrsboro).
- Creates and/or manages budget, work schedules, regulatory reporting, and contractor activity at the Construction and Demolition Transfer Stations.

Construction Management

- Creates and manages budgets, schedules, contracts, and reporting for capital projects. Participate in the design, development, and inspection of technical projects.
- Provides project management and supervision for design and/or construction of municipal infrastructure projects.
- Liaises with the contractors and provides site supervision and contract administration, monitors work progress, and recommends changes in workplans or budgets.
- Develops practices and processes that will ensure team and public safety, including the contractors and consultants.
- Develops and supports safe work practices and implements and monitors compliance associated with departmental occupational health and safety program. Ensures site risk management for all projects.
- Seeks out and procure third party funding sources and collaborators to assist with the completion of capital projects.
- Leads the procurement process for assigned capital projects.

Qualifications

A degree in engineering and registration as a Professional Engineer (P. Eng.) by the Province of Nova Scotia. Five years or more experience in municipal or public sector engineering, or related.

Experience in a unionized environment considered an asset.

Excellent communication and interpersonal skills that can be applied to interactions with the public, community partners, provincial & federal agencies, co-workers, and Council. Excellent administrative and organizational skills.

Proficient in using Microsoft Office Suite, email & internet, and the ability to learn new technology is required. Knowledge of project management software is an asset.

Driver's license valid in Nova Scotia.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
81,000	84,000	87,000	90,000	93,000	96,000	99,000	102,000	105,000

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.