



Senior Project Engineer

POSTING No. 201906

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Director of Engineering, the Senior Project Engineer is responsible for the development, delivery and budgeting of infrastructure related capital projects and engineering studies. You will be responsible for the management of external consultants, coordination, preparation and sealing of engineering design drawings, contact documents, technical specifications, approvals/permits and stakeholder communications. This position will provide engineering support and advice to other staff and assume the technical duties, responsibilities and professional obligations of the Director of Engineering, as required.

Accountabilities:

- Identify project design elements and environmental assessment requirements for infrastructure improvements in accordance with applicable standards in the preparation of RFPs (Request for Proposals) defining the scope of consulting services required
- Participate in evaluating engineering consultant proposals
- Retain, coordinate and manage legal surveyors, geotechnical and design consultants for program delivery. Monitor consultants' progress and evaluate their work and administration of payment of fees
- Manage and coordinate municipal infrastructure projects involving bridge and culvert structures, roads, underground linear works, stormwater management facilities, stormwater treatment systems, grading, etc.
- Responsible for best practices for project management related to capital projects in accordance with principles of the PMI (Project Management Institute)
- Complete and/or review technical engineering design for municipal infrastructure projects (detailed design drawings, technical specification, contract documents, etc.); ensuring designs meet all relevant codes, standards and regulations
- Research and development of alternative engineering design and construction solutions
- Review internal and external consultants engineering designs, calculations, and tender packages for accuracy and completeness
- Analyze and interpret Geotechnical Reports, Stormwater Management Reports, Environmental Reports, Transportation Studies, Storm Sewer Inspection Reports, Class Environmental Assessment Reports, Design Reports, Drawings, Specifications and Contract Documents produced by external engineering consultants
- Manage and coordinate applications for approval/permitting of designs from various agencies
- Identify opportunities for subsidy arrangements for capital reconstruction projects with other levels of government
- Develop financial estimates and provide technical input for capital budgets and the 10-year capital plan forecast
- Monitor, review and ensure conformity of all capital projects utilizing the Federal Gas Tax funding program

- Prepare written and verbal reports for, and attend meetings with Town staff, elected officials, external agencies, and the public, including meetings after hours
- Author Reports to Council or Committee on recommendations for Awards of Tender, Consultant selection to undertake engineering projects and attend Council meetings as required
- Prepare materials for, and represent the Town at, Public Information Centers where Design and Construction Section projects are presented
- Review and approve monthly progress payments for consultants and/or contractors
- Provide contract administration support and onsite engineering advice, as required
- Track industry trends, best practices, and changes to community needs to ensure appropriate delivery of services
- Provide the highest standard of customer service for both internal and external customers of the department, in compliance with the Town standards
- Assume the technical role and responsibilities of the Director of Engineering, as required
- Perform other job-related duties

You possess:

- Successful completion of a 4-year degree program in Engineering or the equivalent in education and experience
- Registered or Licensed Professional Engineer in the Province of Ontario in good standing
- 12 to 15 years of on the job experience in a combination of both engineering and project management
- Project Management Professional certification (PMP) is considered an asset
- Proven experience in municipal engineering design, capital construction management, stormwater management, utility coordination and the application of engineering principles, theories and practices
- Working knowledge of Federal, Provincial and Municipal legislation and regulations
- Superior level of verbal and written communication skills including facilitation, report writing, and presentation experience
- Strong contract management mediation, negotiation and conflict resolution skills
- Computer literate in Microsoft Office and AutoCAD applications
- Strong project, team management and engineering skills
- Advanced knowledge of all applicable Federal and Provincial legislation and standards including but not limited to Highway Traffic Act, Ontario Traffic Manual, Ontario Provincial Standards, TAC Engineering Design Standards, grading, drainage, structural and road reconstruction practices
- Advanced knowledge of current environmental engineering practices, stormwater management techniques and standards for storm sewer design including but not limited to Ministry of Environment, Conservation and Parks' Stormwater Management Planning and Design Manual and Credit Valley Conservation Authority's Low Impact Development Stormwater Management Planning and Design Guide
- Knowledge of the theory, principles and practices of transportation planning, design and construction related to MTO traffic policies and procedures
- Knowledge of civil design techniques, applications and standards and construction techniques and construction estimating and budgeting
- Knowledge of onsite construction inspection and contract administration practices and procedures
- Working knowledge of AutoCAD and AutoCAD related design software including Civil3D
- Valid Ontario Class G Driver's License with a clean driver's abstract and access to a personal vehicle to perform duties

Compensation:

The salary for this position (35 hours per week) is \$87,250 - \$103,869 per annum.

This position will involve attendance at meetings after hours with Community Groups, Committees of Council and Council.

Application:

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., February 21, 2019. Please quote Posting No. 201906 on your cover letter. Please apply using only **one** method of application below.

Email: humanresources@haltonhills.ca (preferred)

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201906

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2