

THE CITY OF WATERLOO IS HIRING

Come work with us!



Senior Project Engineer

Competition Number: 12145

Posting Status: Internal/External Job Posting

Number of Positions: 1

Job Status: Regular, Full-Time

Hours of Work: 35 hours/week

Primary Work Location: Waterloo City Centre (City Hall)

Salary Range: \$100,995 - \$126,247 (Band: E + position market adjustment)

Employment Group: Staff Association

Posting Release Date: April 29, 2024

Posting Closing Date: June 03, 2024

Why work with us:

The City of Waterloo is a rewarding place to work. Each day, you will support and/or participate in the delivery of services that impact residents of this city, making it a great place to live, work and play for everyone.

Home to two world-class universities, a top-ranked college, a tech ecosystem, entrepreneurs and small businesses, there is a readiness to do things differently in Waterloo. Our vision is to be a leader in sustainability and to build a future-ready community for all. We are committed to workplace wellbeing and providing an inclusive, safe and enjoyable work environment.

For more information about the City of Waterloo's **Strategic Plan, Vision, Values & Guiding Principles**, please click here: **City of Waterloo 2023-2026 Strategic Plan**.

What we offer:

- Supportive and caring organization that promotes respect, inclusivity, health, safety and wellness;
- Dedication to the organization's commitment for Reconciliation, Equity, Accessibility, Diversity and Inclusion through ongoing training and access to related programs and workshops, opportunities to connect with others around topics of social justice and equity, and opportunities to be involved with the initiatives that guide this corporate journey;
- Certification as a Living Wage Champion;
- Fulsome employer-paid benefits package (extended health and dental care), including paid sick days, long-term disability, life insurance and an Employee and Family Assistance Program;
- Defined Benefit Pension Plan (OMERS) eligibility for all employees;
- Flexible work schedules, paid vacation and personal days, and the opportunity to bank overtime;
- Substantial internal and external training and development opportunities;
- Opportunities to get involved and give back to the community;
- Employee-wide events, activities, site visits, BBQs, etc.;
- Complimentary FitPass for City of Waterloo employees and family members for leisure, swim, and fitness drop-in programs; and,
- So much more!

What you will do:

Reporting to the Manager of the Design and Construction section in the Engineering Services Division, the Senior Project Engineer is responsible for project management and contract administration of City capital projects and budgets, such as those involving road reconstruction, municipal infrastructure rehabilitation, grading and landscaping, stormwater management, creek restoration, Class Environmental Assessments

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(EAs), and Master Plans. Duties may also include conducting technical review of engineering studies and design submissions for a variety of civil-municipal construction projects. This role contributes in a customer service focused, team-based environment and frequently interacts with other City divisions/departments, consulting engineers, construction inspectors, contractors, regulatory agencies, elected officials, and the public. Excellent communication, conflict management, negotiation, and problem solving skills are required, along with an adaptable, responsive, and diplomatic approach.

- Project manage all phases of municipal water, wastewater, drainage, and road rehabilitation capital projects, including Class EAs, preliminary and detailed design, tendering, construction, and contract administration.
- Accept responsibility for all project aspects, from initiation and planning to execution and closing, including control and monitoring of expenditures, risks, and adherence to scope, schedule, and budget.
- Lead multi-disciplinary project teams, often including engineering consultants and City staff from other divisions/departments.
- Conduct regular site visits and monitor construction sites/activities, including after-hours if necessary due to emergency and/or urgent circumstances.
- Coordinate and liaise with various agencies, community groups, residents and other interested / affected parties
- Prepare requests for proposals and tender documents, staff reports to Council, and public notices and communications.
- Attend Council meetings as required to deliver reports and/or presentations.
- Coordinate and conduct evening Public Consultation Centres and neighbourhood meetings.
- Review technical reports and memos, such as environmental study reports, geotechnical reports, stormwater management reports, traffic studies, material testing or inspections reports.
- Evaluate and review engineering design submissions and drawings for water, wastewater, stormwater, drainage, roads, and surface works to ensure compliance with applicable Regional, City, and other regulatory guidelines, standards, specifications, EAs, master plans, guidance documents, etc.

What you will bring:

- Post-secondary degree in Civil, Geotechnical, or Environmental Engineering with a minimum of 5 years of experience in municipal Civil engineering design and construction. Equivalent combinations of experience and education may be considered
- Designation as a Professional Engineer (P.Eng.) in Ontario with registration in good standing with the Professional Engineers of Ontario (PEO)
- Proven success managing and delivering projects on time and within budget, from the project initiation to project closure stage; a PMP designation or good knowledge of the Project Management Institute's PMBOK or related methodology is an asset
- Knowledge of applicable MEA, MECP, MTO, GRCA, MNR, DFO, OBC, OPS, regional and local municipal design guidelines, standards, and specifications
- Experience with the unit-price tender procurement process and construction contract administration
- Onsite construction supervision experience involving surveying, materials testing, record keeping, health and safety, and contractor management
- Excellent organizational skills and proven ability to coordinate and manage multiple tasks and projects to successful completion
- Proven problem solving, conflict resolution and issue management skills, demonstrating political acumen and a well-reasoned, diplomatic, and professional approach
- Demonstrated experience and ability to effectively negotiate and resolve concerns from members of the public
- Excellent interpersonal, verbal, and written communication skills, with a strong commitment to delivering quality customer service and responsiveness to internal and external partner needs
- Ability to explain complex engineering information in easy-to-understand language and deliver presentations to the public and elected officials at Council meetings, open houses, and public meetings
- Ability to work effectively with minimal supervision, both in a team environment and independently

- Strong computer skills and good knowledge of Microsoft Office is required; knowledge in MS Project, GIS, CADD, or hydraulic modeling is an asset
- A passion for promoting and maintaining a healthy and safe workplace and the ability to work respectfully and effectively in a team environment
- Demonstrated commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion

What we will require:

- A Police Record and Judicial Matters Check satisfactory to the City
- MTO 'G' class driver's license in good standing with access to reliable transportation for business use purposes
- Proof of your current and valid certificate(s), licenses and/or educational qualifications

Be You @ Waterloo (Our Commitment to Diversity, Equity, Inclusion and Belonging):

The City of Waterloo acknowledges that our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples, and is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. The City is dedicated to advancing the organization's commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion and to reducing barriers to employment opportunities. Applications from members of historically underrepresented groups, including Black, Indigenous, racialized communities, women, persons with disabilities, and members of 2SLGBTQ+ are encouraged for positions at all levels within the organization. Candidates from historically underrepresented groups are encouraged to self-identify in their application.

Accommodations are available throughout all stages of the recruitment process in accordance with the Human Rights Code and other applicable legislation . We encourage applicants to access support(s) that may be needed. To request accommodation during the application process, please email recruitment@waterloo.ca, quoting the position and competition number. Applicants advancing to the next stages of a recruitment process will be provided with additional opportunities to make their needs known

Application Process:

Candidates are invited to visit www.waterloo.ca/careers to learn more about City of Waterloo Careers, our recruitment process, and to apply online.

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