



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

Exciting things are happening at the City of Brampton. Take a look at what employees are working on related to our Term of Council Priorities moving us forward towards The Brampton 2040 Vision.

SUPERVISOR, ENGINEERING CADD

POSTING NUMBER: 103682

HIRING SALARY RANGE: \$89,046.00 - \$100,177.00

MAXIMUM OF SALARY RANGE: \$111,307.00

AREA OF RESPONSIBILITY:

Reporting to the Manager, Engineering this position is responsible for the leadership and supervision of the CADD group. This position is also responsible for the review/preparation of cost effective engineering designs using both in house design staff and external consultants to produce contract drawings and contract documents required for the delivery of capital projects within the Corporation's 10-year Capital Program.

1. Staff supervision. Oversee day-to-day operations of the Engineering CADD group. Direct and assign tasks, supervise and validate results to verify that project designs conform to City Standards. Prepare and implement work schedules and staff assignments, including overtime, to ensure adequate coverage of capital projects and timely completion of design assignments. Enforce and interpret collective agreements and City policies and procedures, providing performance feedback and participating in disciplinary action if required. Recruits and assist in hiring new staff for the Division. Provide training for engineering CADD design software (Inroads) and CADD software (Microstation) as required. Coordinate and meet regularly with consultants and staff regarding status of design assignments. Participates in review and resolve of employee complaints and investigations.
2. Functional leadership. Provide guidance, leadership and consultative advice to Engineering CADD staff. Establish/administer appropriate policies and procedures for the section and ensure these are updated or changed to meet the Division's Service Plan and strategic goals. Administer the preparation and final documentation of tenders. Review and approve final plans and contract specifications to ensure they are in compliance with various applicable Acts, laws, regulations, rules, standards and specifications. Provide comments to the engineers and/or consultants related to their designs. Review/manage as built drawings

for municipal roads and infrastructure including related digital drawings (CAD). Review/manage engineering drawings for subdivision and site plan developments that impact the City's arterial road network. Reviews subdivision as built (including digital format) for compliance. Review and approve PUC submissions that impact the City's road network. Provide interpretation on matters related to projects. Provide seamless technical support during all stages of the design and construction process for designers, inspectors, engineers and managers. Prepare annual operating and equipment maintenance and replacement budget for Engineering CADD group. Accountable for expenditures and responsible for overages.

3. Customer and stakeholder relations. Respond to requests for engineering as built drawings and other related information. Prepare cost estimates for road infrastructure when requested by other City departments. Meet with internal customers and interact with external customers. Meet suppliers and manufacturers to view and assess new products and services that may benefit the City. Represent department at internal and external meetings with various groups. Troubleshoots issues as they arise to ensure technical resources are in place for optimal resolution. Interaction with a broad audience of internal and external contacts involves dealing with a wide range of issues that may have potential impacts to the Corporation and recommends solutions as required.
4. Technical Expertise. Review technical standards provided by government agencies, industry practice or City adapted standards and procedure. Develop new Corporate and departmental policies, and standard operating procedures for the section. Manage the City standard specifications and Standard drawings. Evaluates and recommends computer hardware and software requirements (CADD design software (Inroads) and CADD software (Microstation)) to improve workflows and efficiencies. Provide advice to various City departments on CADD software (Microstation) as required. Manage the processing and updating of standard drawings approved by the Standards Review Committee. Evaluate and test new products and equipment for use by the section. Review emerging trends and provide appropriate business recommendations. Provide technical support to the staff within other sections of the City. Represent the City for variety of issues/committees/conferences/seminars dealing with design standards, specifications, development engineering and CADD.

SELECTION CRITERIA:

- Completion of a post-secondary three year Civil Engineering Technologist program from a recognized Community College
- Certification by OACETT
- OACETT Membership as an Engineering Technologist
- 5 years related experience in a computerized engineering CADD environment
- 3 to 5 years experience as a supervisor or team lead, with knowledge of applicable legislation with preference in a unionized environment
- Knowledge of scheduling and customer complaint investigations an asset
- Issue management and strong interpersonal skills
- Knowledge of civil engineering computer software programs including Microstation, Inroads, Storm, as well as with Microsoft Office software (Word and Excel and Power Point)
- Knowledge and experience with an engineering document management system (ProjectWise)

***Various tests and/or exams may be administered as part of the selection criteria.*

Job status: Permanent

Job Type: Management and Administration

Applications must be received by: January 28, 2020

Alternate formats will be provided upon request.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #103682 by January 28, 2020** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.