

## PROJECT ENGINEER

### POSITION SUMMARY

Under the direction of the Supervisor of Engineering Services, organizes and directs the planning, design and construction of County infrastructure such as water and wastewater systems, roads, bridges, and buildings.

### KEY ACCOUNTABILITIES

- Project management responsibilities encompass overseeing and coordination of project planning, engineering, and construction of County infrastructure..
- Facilitate meetings and discussions involving County owned infrastructure with area municipalities, Provincial Ministries, Conservation Authorities, and other external agencies.
- Assists in the preparation of the annual budget by estimating required construction costs for capital projects. Supports with special projects such as Environmental Study Reports, Development Charges etc.
- Assists with, and monitors, the scheduling and implementation of construction activities including reviewing and approving submittals, payment certificates, and change orders. Coordinates, consults, and negotiates with contractors and the public as necessary.
- Closely monitors the construction progress and capital budgeting for construction projects
- Approve design drawings and reports for new or upgraded County infrastructure; including sealing drawings as a Professional Engineer. Manages consultants undertaking projects for the County.
- Oversees and manages engineering consultants undertaking design / construction assignments for the County.
- Prepares reports and recommends approvals of proposed works and budgets as required. Prepares procurement documents and co-ordinates the evaluation and selection of consultants for projects.
- Prepares contract documents for County infrastructure projects.
- Review and / or sign as engineering practitioner for Environmental Compliance Approval applications for new sanitary and storm sewer infrastructure in Oxford County, per the Consolidate Linear Infrastructure Program (CLI) process.
- Reviews and / or sign as engineering practitioner for Form 1 – Record of Watermain submissions for new watermain in Oxford County and complete obtain required signatures for final approval.
- Assists with updates and revisions to Operation & Maintenance manuals related to capital upgrades.
- Provides technical supervision to staff who are assisting with projects.
- Performs other duties as assigned.

## **QUALIFICATIONS FOR SUCCESS**

- Post-secondary education in Civil Engineering or a related discipline. Membership as a Professional Engineer with the Professional Engineers of Ontario is required.
- The Project Management Professional designation is an asset.
- Demonstrated progressive engineering experience with the design of water, wastewater, roads, and bridges.
- Knowledge of current standards, relevant legislation, statutes and regulations related to municipal engineering.
- Thorough and alert to details in project preparation and supervision to prevent financial loss to the County as a result of faulty or inadequate materials, construction practices or health and safety risks to employees or the public.
- Demonstrated ability to communicate effectively with a diverse range of internal and external persons, including written reports, verbal presentations and computer technology. The ability to use AutoCAD to assist with drawing preparation would be an asset.
- Excellent interpersonal, verbal, and written communication skills, with a strong focus on customer service and responsiveness to internal and external stakeholder needs
- Valid Ontario driver's license and a vehicle with insurance is required.

## **COMPETENCIES FOR SUCCESS**

- Ability to demonstrate the required core and leadership competencies for this position in alignment with Oxford County's competency framework.
- Core competencies include teamwork, communication, innovation, service excellence, accountability and integrity, and inclusivity.

## **WORKING CONDITIONS**

- Working in an office environment
- Exposure to hazards related to construction sites, water and wastewater facilities, and inclement weather.