



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Municipality of the County of Annapolis

Municipal Operations

Position Job Description **Municipal Engineer**

Position Overview

The Municipal Engineer shall be responsible for the day to day supervision of the Public works department, supervising and developing employees to assist them in reaching their full potential, working with other department staff to determine short and long term budget plans and initiatives, responding to complaints, inquiries and other communication from Council, staff, consultants, contractors, external bodies and members of the public, ensure operations are in compliance with various acts and regulations, reviewing and making recommendations on engineering designs and specifications relating to county infrastructure, prepare reports and presentations for the Director of Municipal Operations, and other reasonably related duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Director of Municipal Operations

Job Responsibilities

1. Manage and supervise the operations and employees of the County's public works department including providing direction to carry out work scheduled for all municipal infrastructure, utility systems and County owned parks, trails and facilities.
2. Supervise and develop public works employees so they are knowledgeable and capable of effectively performing and carrying out their responsibilities and be readily available to identify and satisfactorily address and issues or concerns of employees.
3. Work with the Director of Municipal Operations to determine both short and long term budget planning and assist in the preparation of budgeting for initiative/ projects, and requirements including budget management of these.
4. Direct and oversee the operations and maintenance of all municipal streets, roads, sidewalks, municipally owned parking lots, utility facilities and hydrants.
5. Prepares and presents reports and presentations to the Director of Municipal Operations and Council on various topics and issues during the year as requested.

6. In collaboration with the Director of Municipal Operations, respond in an appropriate and efficient manner to inquiries, complaints, and other communication from Council, staff, consultants, contractors, external bodies and members of the public
7. Oversee Municipal infrastructure such as all municipal utility water and wastewater systems, storm sewer systems, roads, ditches, culverts, manholes, etc. to ensure all systems are operating safely and efficiently and respond as required to address any problem areas or safety concerns.
8. In collaboration with the Director of Municipal Operations, ensure compliance with the Environmental protection Act, Occupational Health and Safety Act, Federal and Provincial Legislation, Fire and other safety codes, Motor Vehicle Act, etc., and ensure that road signs, traffic markings, etc. are in compliance with provincial standards.
9. In consultation with other staff, evaluate and research repairs and maintenance alternatives relating to asset management and make recommendations to the Director of Municipal Operations.
10. Review and make recommendations on engineering designs and specifications of municipal works including water, wastewater, roads and structures.
11. Other reasonably related duties and responsibilities as may be assigned from time to time by the Director of Municipal Operations.

Qualifications and Expectations

Candidates for this position must possess as a minimum, a Bachelor's degree in Civil Engineering, Water/ Wastewater Engineering, Municipal Engineering or a similar educational program, or a combination of these educational requirements and lived experiences that meet this requirement. A professional engineering designation or an engineer-in-training with a willingness to work towards your professional engineering designation.

Additionally, the candidate must have a minimum of two (2) to four (4) years' experience working in a municipal public works or capital construction work where they planned and oversaw multiple infrastructure project simultaneously, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have solid reading and writing skills, possess exceptional professionalism and tact, have strong managerial skills preferably with past experience in a unionized environment. The employee must also have a working knowledge of civil engineering and building construction and maintenance principle and practices, be fluent with Microsoft Office, previous experience working with AUTOCAD and other GIS software would be considered an asset. Candidates must be comfortable working in a fast-paced work environment, often with short timelines and significant budget pressures. This position will occasionally require work outside of normal office hours including evenings and weekends, especially during the spring and summer seasons.

