



THE RURAL MUNICIPALITY OF EAST ST. PAUL

MUNICIPAL ENGINEER

The position will remain open until a suitable applicant is found, however, screening will begin on March 12, 2018.

Under the direction of the CAO, the Municipal Engineer; reviews and approves private development plans, coordinates/updates the RM's Capital projects and municipal infrastructure plans, provides project management for the construction/maintenance of the municipal projects, represents the RM in areas specific to engineering expertise, performs other associated duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Review and approve private development designs by:
 - Ensuring compliance in accordance with codes, regulation and standards
 - Ensuring adequacy of applications for permits and compliance with approved plans.
 - Reporting regularly to the Chief Administrative Officer and working cooperatively with the RM's Community Planner.
- Coordinate and update the RM's Capital projects and municipal infrastructure plans by;
 - Designing, and/or approving the design/construction of streets, bridges, water and sewer pipelines, water and sewage treatment plants, sports/other facilities, and parks.
 - Reviewing and standardizing RM engineering-related procedures to improve efficiencies.
 - Developing and maintaining an RM pavement management system.
 - Reviewing, recommending and evaluating long-term plans for water, sewer and road infrastructure.
 - Liaising with others as required to coordinate infrastructure maintenance or development.
 - Preparing/developing engineering plans and specifications.
 - Evaluating issues and options regarding municipal projects; providing recommendations to the CAO.
- Provide formal, documented project management for the construction /maintenance of municipal projects by:
 - Drafting, initiating and evaluating Requests for Quote (RFQ) and Request for Proposals (RFP).

- Planning, designing, consulting, selecting contractor(s), administering, reviewing, tracking and evaluating specific projects.
- Identifying, reviewing and responding to (potential) project risks in a timely and effective manner.
- Providing technical design services for the upgrading of existing and/or the construction of new structures, services or other projects as required.
- Preparing and administering budgets associated with specific (assigned) projects.
- Reporting regularly on project status to the CAO and others as required on project status.
- Represent the RM in areas specific to engineering expertise by;
 - Responding to public or other inquiries relative to engineering policies and procedures on specific projects and other information.
 - Evaluating issues and options regarding municipal public works and make recommendations to Chief Administrative Officer, or designate.
 - Monitoring inter-governmental actions affecting municipal works.
 - Providing consultation to RM survey staff, as required.
 - Assisting in training other RM personnel in municipal works design and construction techniques.
- Ensure compliance with Workers Compensation Legislation, Human Rights Legislation, safety regulations, safe work practices and RM policies and procedures.
- Performs other associated duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Graduation from a four-year college or university with a degree in civil engineering.
- Registration as a Professional Engineer in Manitoba (a member in good standing with Engineers Geoscientists of Manitoba)
- Minimum of five years previous professional civil engineering experience; municipal work environment experience considered an asset; or an equivalent combination of education and experience.
- Must possess a valid Class 5 Manitoba driver's license
- Must provide a satisfactory Criminal Record Check

CORE SKILLS, KNOWLEDGE, AND ABILITIES:

- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting
- Familiarity with materials and methods as applied to construction of municipal structures and projects as well as a general understanding of physical sciences; mathematics; hydraulics; municipal engineering and surveying.
- Extensive experience creating cost estimates for complex projects.
- A working knowledge of the Microsoft suite of products (Word, Outlook & Excel).
- A working knowledge of infrastructure modelling and the ability to utilize computer-aided-design drafting software; standard drafting tools; surveying

equipment including level, transit, total station, GPS, etc.; motor vehicle; phone; mobile radio. (AutoCAD, GIS or similar)

- Ability to communicate effectively, orally and in writing, including the ability to conduct necessary engineering research and compile comprehensive reports
- Must be physically capable of moving about on construction work sites and under adverse field (outdoor) conditions.
- Demonstrated ability to establish and maintain positive working relationships with employees, external contacts, stakeholders, and the public in accordance with the RM's Respectful Workplace, Harassment Free Work Environment Policy.
- Thorough knowledge of applicable RM policies, laws, and regulations affecting RM activities within 1-year of hire.

PHYSICAL DEMANDS

- Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
- The ability to stand, sit, climb, balance, stoop, kneel, crouch, crawl, walk, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; talk and hear.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities including; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HOW TO APPLY

The position will remain open until a suitable applicant is found, however, screening will begin on March 12, 2018.

Submit resume and cover letter in confidence;

- By mail or in person in a sealed envelope marked **APPLICATION – MUNICIPAL ENGINEER, Attention Rhonda Tone**, R.M. of East St. Paul, Unit #1 – 3021 Bird's Hill Road, East St. Paul, Mb. R2E-1A7
- By email to: human.resources@eaststpaul.com

For more information, please contact;

Rhonda Tone, CPHR
HR Consultant, human.resources@eaststpaul.com
(204) 594-4403
Rural Municipality of East St. Paul

The R.M of East St. Paul wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.