



**Town of Wolfville  
Position Description  
February 2025**

<b>Position Title:</b>	Manager of Engineering
<b>Reports to:</b>	Director of Public Works & Planning
<b>Subordinate Staff:</b>	Municipal Engineering Technician
<b>Salary Band:</b>	Grade 5 (\$78,004 - \$103,161)
<b>Classification:</b>	<b>Permanent</b>

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**Position Summary:**

Reporting to the Director of Public Works & Planning, the Manager of Engineering (Manager) provides leadership and strategic advice in the areas of infrastructure, engineering, capital asset management, municipal water distribution/treatment, wastewater collection/treatment, drainage systems and street/sidewalk maintenance. The Manager is responsible for all aspects of procurement and project management related to municipal infrastructure projects, providing engineering advice to other departments of the Town, and for the presentation of technical information and contract awards to Town Council. The Manager is also the primary liaison with the Municipality's engineering consultants, contractors, funding partners, and other government/external agencies.

**Core Expectations of Role:**

**Administer Capital Program**

- Manage the Town's \$4-12 million Capital Program involving water/wastewater treatment and distribution systems, roads, drainage systems, sidewalks, trails, recreation facilities and buildings.
- Responsible for budgetary planning, procurement, preparation of tender specifications and engineering drawings, contract awards, construction administration and related Council reporting.
- Responsible for all aspects of project management, including project identification, scope and budget development, lifecycle analysis, risk management, scheduling, resource management and implementation/commissioning.
- Responsible for development of engineering plans and tender specifications for in-house Capital projects and infrastructure initiatives.
- Develop asset management plans and long-term budget forecasts related to municipal infrastructure.
- Manage construction inspection program and staff for quality control and to ensure safe work practices are followed.
- Manage and plan surveying and underground video pipe inspection programs.
- Contribute to and facilitate the improvement of the Town's GIS infrastructure mapping.



### **Technical Liaison for Engineering Services**

- Provide technical and engineering advice relating to projects/operations to Town Council, Committee of the Whole, the Senior Leadership Team, and committees of Council.
- Provide engineering advice and recommendations to Town departments related to Planning Applications, Development Agreements and Subdivision Applications.
- Administer the procurement of consulting, construction, and maintenance contracts/services related to municipal infrastructure and facilities.
- Review deliverables prepared by consultants, and in collaboration with Town Planners, provide direction and engineering advice relating to project merits, design and concepts.
- Collaborate with senior management across departments on development of work plans and organizational improvements.
- Represent the Town on engineering related consultation with external agencies.
- Negotiate service contracts with external agencies.

### **Traffic Authority**

- Approve and coordinate the installation of traffic control devices (signs, signals, pavement markings) to regulate, warn, or guide vehicular and pedestrian traffic.
- Establish parking restrictions, loading zones, and other related regulations in coordination with Compliance and Planning staff.
- Authorize temporary or permanent road closures, detours, and weight restrictions.
- Coordinate traffic control for emergencies or Town-sponsored parades, festivals, or other events.
- Implement measures to improve traffic safety and efficiency, including traffic calming initiatives.
- Review and implement measures to enhance pedestrian and cyclist safety.
- Assess the traffic impacts of new developments and recommend study or mitigation measures.
- Collaborate with law enforcement agencies and the Town's Compliance staff for traffic law and by-law enforcement and safety initiatives.
- Advise Council on traffic-related bylaws, policies, and amendments.

### **Water & Wastewater Treatment**

- Oversee testing of the Town's water systems and general maintenance completed by utility staff ensuring public safety and regulatory compliance.
- Responsible for the development of Standard Operating Procedures and Preventative Maintenance programs in conjunction with the Nova Scotia Department of Environment and Climate Change (NSECC). Maintain detailed records of all maintenance, ensuring follow-up of problematic areas for work scheduling within Town.
- In coordination with subject matter experts, recommend and coordinate improvements to the distribution system, including pressure control facilities, reservoirs, wells and pumping systems, and monitoring systems within Town.
- Monitor and update capacity assessments and establish upgrade priorities/objectives and development constraints from the recommendations of assessment reports.
- Review master metering, SCADA control needs and co-ordinate installation, repair and enhancements with the Town's SCADA contractors and Utility Operators.
- Develop and maintain emergency operating procedures and response for water and wastewater systems in full compliance and coordination with NSECC.



### **Engineering Review of Development Applications**

- Designated as the Town Engineer according to the Municipal Government Act, Subdivision Bylaw, Municipal Planning Strategy and Land-Use Bylaw.
- Oversee engineering review of new developments in the Town, ensuring compliance with Municipal Specifications, Town policies, by-laws, and legislative requirements.
- Liaise with developers, their consultants and contractors, and approval agencies.
- Approval of Work Within the Street Right-of-Way and applications for new sewer/water services.

### **Leadership**

- Serve as part of the Town's Management team.
- Manage all direct reports in accordance with Town policies.

### **General Duties**

- Provide technical assistance in the development and amendment of bylaws and policies.
- Provide advice to the Senior Leadership Team and Town Council as necessary.
- Assist with the development and submission of annual and ad hoc reports.
- Perform other relevant duties as assigned by the CAO and Director Public Works & Planning.
- Adhere to all provincial and municipal Occupational Health and Safety policies, guidelines and standard operating procedures.
- Perform other duties and projects as required including participation in the Emergency Coordination Centre (ECC) in the event of an activation.

### **Education or Training:**

- Bachelor of Engineering (Civil discipline preferred).
- Registered as a Professional Engineer with Engineers Nova Scotia

### **Related Experience:**

- 5 years of experience related to Municipal Engineering and infrastructure required.
- Experience in a municipal government setting would be considered an asset.
- Experience with project management and procurement would be considered an asset.
- Experience and fully competent with the full MS Office suite of programs required.
- Experience with AutoCAD/Civil 3D and ArcGIS considered an asset.

### **Skill/Knowledge:**

- Excellent administrative skills including oral and written communication, report writing, and computer office software use are fundamental.
- Strong leadership skills.
- Ability to read, execute, and organize project plans and specifications is essential.
- Attention to detail.
- Sustainable budget estimating and monitoring.
- Life-cycle cost analysis and option development.
- Risk management.
- Project scheduling and management.



- Tendering and procurement.
- Construction administration and quality control.
- Project commissioning and delivery.

**General Capabilities:**

- Ability to lead and work within a dynamic team, building relationships across departments, with contractors, and with external consultants.
- Ability to respond to public inquiries, complaints, and criticisms in a professional manner.
- Ability to work under pressure at times.
- Ability to work and make decisions independently.
- Sound judgement and a high degree of professionalism.
- Excellent time management and task prioritization skills.

**Working Conditions:**

- This position spends long periods of time in front of a computer screen.
- This position will require attendance at project meetings and occasional field visits.
- This position will require attendance at after-hours Council meetings.

**Approved by:**

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CAO

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Date