

## Project Engineer

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Location: Council Chambers, Pemberton  
Full-time, Permanent position

### Summary:

Responsible for leading a multitude of multi-disciplinary projects, this role will determine engineering based solutions to address infrastructure related issues and ensure projects are prioritized and completed within allotted schedules and budgets to high quality standards. The Project Engineer anticipates needs, thinks critically, and collaborates to solve problems with a high level of professionalism and confidentiality.

### Responsibilities:

- Coordinate, oversee, and provide technical direction on diverse civil engineering projects (water distribution and treatment, wastewater collection, pumping stations and treatment, stormwater management and drainage, sidewalks, roads, streetlights, parks, and municipal facilities) including management of budgets and timelines, and processing of grant applications.
- Oversee detailed design review and provide engineering comments on subdivision development drawings, site alteration permits, and service connection applications.
- Attend pre-construction site meetings, and perform field inspections on a variety of development and work sites, ensuring contractors are following established safety, legislative, and environmental procedures, in accordance with the Village's design specifications and Master Municipal Construction Documents (MMCD) Design Guidelines
- Review and recommend the release of performance bonds and letter of credit reductions based on successful completion of works according to Construction Cost Estimates and deficiency inspections.
- Prepare technical reports, field inspection reports, and assist with the preparation of construction cost estimates, tender documents, and contracts.
- Collaborate with multi-disciplinary teams that may include geotechnical, environmental, electrical, mechanical, structural, architectural, and other specialists, and internal departments.
- Provide technical expertise and participate in the development and evaluation of policies, standards, bylaws, and procedures
- Communicate and liaise with third party consultants, agencies, Utilities, stakeholders, and the public around key infrastructure projects.
- Assists in Asset Management program, analyzing operational data to assess performance and capacity of existing systems

**Skills and Experience:**

- Bachelor's degree in Engineering with Professional Engineer designation and minimum of four years' related experience in municipal civil infrastructure design, construction and project management, or an equivalent combination of education, training, and experience
- Registration or eligibility for registration as Engineer-in-Training or Professional Engineer in British Columbia
- Experience in designing and/or managing infrastructure projects with an emphasis on working with small municipalities
- Excellent at establishing shared clarity in communications (written and drawings)
- Knowledge and experience with design and construction guidelines and standards (ie. MMCD), engineering principles, and industry best practices.
- Proven ability to consistently provide high quality deliverables on time and on budget
- An aptitude for quality thoughtful design, continuous learning, knowledge sharing and relationship building
- Strong interpersonal, collaborative and organizational skills, including excellent written and verbal communication
- Experience working with grant driven projects and report writing
- Exceptional time management and organizational skills with the ability to prioritize actions effectively and efficiently in response to numerous and diverse demands
- Proficient in computer design and modelling software such as AutoCAD and ArcGIS, and advanced ability in Microsoft Office.
- Class 5 Driver's License and satisfactory Driver's Abstract required

**Emergency Operations Responsibilities:**

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Posting Details:**

Application Deadline: Posting until filled

Estimated Start Date: April/May 2024

Job Grade: 3

Salary: \$95,347