

## JOB DESCRIPTION

**Job Title:** Manager Civil Engineering & Projects **Position Number:** 93-02

**Incumbent:** Vacant **Effective Date:** June 2018

**Employment Status:** Permanent **Bargaining Unit:** Yes X No

**Supervisor's Title:** Director Eng & Capital Projects **Dept:** Eng Services

**Subordinate Positions:** May provide technical project oversight and supervision to trades staff and external contractors and/or consultants.

### POSITION SUMMARY

Under the supervision of Director Engineering & Capital Projects the Manager, Civil Engineering & Projects plans, organizes, and directs all or part of the Corporation's capital projects, from concept through design, construction and closeout. Develops civil engineering designs, specifications, and cost estimates and prepares written reports associated with various projects. Work is performed in an environmental sound manner and in compliance with water license, dam safety and environmental standards.

The incumbent is responsible for Yukon Energy's Dam Safety program, including the review and update of Emergency Preparedness Plans and operating procedures, all in accordance with guidelines published by the Canadian Dam Safety Association.

### DESCRIPTION

#### 1. Project Management:

- Provides project management services including feasibility, design, modeling, tender preparation, bid evaluation, project scheduling, quality control, field decisions, construction supervision, and commissioning for capital projects involving existing facilities and new infrastructure within the stipulated time and allocated budget.
- Prepares plans, technical specifications, and cost estimates for assigned projects.
- Co-ordinates and liaises with team members and other department staff to expedite projects.
- Provides guidance and work supervision to trades people as well as outside contractors and/or consultants as required and in accordance with prudent project management practices.
- Establishes and monitors construction work schedules.

#### 2. Dam Safety:

- Ensures the Corporation's hydro facilities and structures are in compliance with the Canada Dam Association Guidelines and liaises with government regulators on the topic of dam safety.
- Conducts regular dam safety audits, and issues annual and as-required dam safety reports internally and externally.

## **JOB DESCRIPTION**

- Implements capital projects both new and upgrades, from inception to completion to ensure that safety issues are addressed.
  - Prepare's project justification, approval documents (charters) and prepares Board update reports. .
  - Ensures that the Emergency Preparedness Plans and Operation, Maintenance, and Surveillance manuals are kept up to date.
  - Participates as a key member of the Emergency Response Team.
3. Civil Engineering:
- Manages and collaborates on civil/structural projects such as power plants structures, buildings, roads, dams, water structures and structural steel fabrications.
  - Assists in the preparation of project budgets, short and long range plans for civil engineering and water management projects.
  - Develops construction specifications and procedures. Evaluates and recommends appropriate building and construction materials.
  - Interprets, reviews and approves survey and civil design work. Conducts field services for civil works.
  - Conducts technical analyses of survey and field data for development of topographic, soil, hydrological or other information and prepare reports.
  - Ensures construction plans meet guidelines and specifications of building codes and other regulations.
4. Maintains the confidentiality of all Corporation information. Adheres to the Corporation's high safety standards and follows all policies, procedures and guidelines.
5. Other related duties as assigned.

### **WORKING CONDITIONS**

The majority of the work is performed in a normal office environment with exposure to outdoor weather, hot, noisy, or cold conditions when working in the field. Travel may be required.

### **EDUCATION AND EXPERIENCE**

- Degree in civil engineering (in Canada) with structural engineering experience and must be eligible for registration as a Professional Engineer in the Yukon.
- Minimum 10 years' experience with strong design experience in structural and hydro dam engineering.
- Experience with hydrology and hydraulics, earthwork, erosion and sediment control, and construction management.
- PMP designation is an asset.
- Experience with thermal generation is an asset

## **JOB DESCRIPTION**

### **KNOWLEDGE AND SKILLS**

- Knowledge of civil engineering theory, design parameters and applicable codes and regulations in Hydro Generation facility is desirable
- Knowledge of major utility operations and engineering.
- Ability to work independently on engineering projects.
- Ability to negotiate effectively with other departments and outside agents and to understand and verbalize contract issues both in writing and orally.
- Ability to create drawings and write specifications, prepare cost estimates, prepare construction contracts and request for proposals.

### **GENERAL COMPETENCIES**

- Delivery of defensible products: capability to deliver high quality products as per project scope, schedule and budget without making errors and omissions, attention to detail, working in a conscientious, consistent and thorough manner.
- Communication: compose clear and accurate technical reports, communicate with others and to assimilate and understand information in a manner consistent with the essential job functions; ability to make effective oral presentations; using state-of-the-art technologies.
- Initiative: Dealing with issues proactively, persistently with curiosity and critical thinking, seizing opportunities that arise.
- Analytical and Conceptual Thinking: analyzing and synthesizing information to understand issues, identifying options, and supporting decision making.
- Using Information Technology: Using latest software and information technology,
- Team work: capability and willingness to fit into multidisciplinary teams, giving honest and constructive feedback to others and working towards solutions that all team members can support.
- Negotiating and Mediating: seeking to resolve different perspectives or problems and/or dispute by taking ownership, discovering common ground and seeking beneficial outcomes for the company and department.