



MUNICIPAL ENGINEER

Public Works

NATURE OF WORK: The Municipal Engineer will support the planning, design and construction of municipal infrastructure projects throughout the City of Charlottetown.

This job description reflects the general details considered necessary to describe the primary functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such a classification.

The confidentiality of City affairs shall be respected and practised at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Public Works.
- Works closely with all members of the Public Works department.
- Develops and maintains working relationships with members of Council, departmental managers, supervisors, and all City employees.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Designs and manages infrastructure projects, including roads, bridges, stormwater systems, and utilities.
- Conducts feasibility studies, site investigations, and environmental assessments.
- Prepares and reviews technical reports, plans, and specifications for projects.
- Collaborates with stakeholders including government agencies, contractors, and the public.
- Ensures compliance with municipal, provincial, and federal regulations.
- Monitors construction progress, ensuring adherence to design specifications.
- Develops and maintains project budgets and timelines.
- Analyzes engineering challenges and proposes innovative solutions.
- Assists in long-term infrastructure planning and asset management.
- Provides technical guidance and mentorship to junior staff.
- Performs other related duties, responsibilities and functions as assigned.

REQUIRED COMPETENCIES:

- Proven problem-solving abilities with attention to detail.
- Advanced verbal, and written communication skills and the ability to engage others.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the public.
- A strategic and creative thinker with the ability to work with detailed processes.
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness, and safety.
- Ability to work overtime on occasion to accommodate evening meetings and events.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Civil Engineering or a related field.
- Professional Engineer (P. Eng.) designation or eligibility for registration.
- Minimum of 3-5 years of relevant experience in municipal engineering.
- Strong knowledge of engineering principles, design software, and project management.
- Familiarity with relevant legislation, codes, and regulations.
- Experience working in a unionized environment would be an asset.
- Knowledge of the Occupational Health and Safety Act and the City of Charlottetown's Health and Safety Policy and procedures and is knowledgeable about hazards and safety precautions applicable to the work.
- Must be legally entitled to work in Canada.
- An equivalent combination of education and experience may be considered.

Salary assigned: \$84,328.11 - \$99,209.15 as per the Management and Non-Union Benefits and Compensation Policy.

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca Your

application must be clearly marked “**Application for Municipal Engineer – Public Works**” and submitted by **January 21, 2025, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4160.