

## JOB DESCRIPTION

<b>Job Title:</b>	Project Engineer		
<b>Job Number:</b>	1083	<b>Jurisdiction:</b>	CMM
<b>Division:</b>	Citizen Services		
<b>Department:</b>	Roadways & Transportation		

### **NATURE OF WORK:**

This position provides professional engineering related to support the management of traffic, and municipal transportation and communication infrastructure. This position performs research, engineering, and management of engineering projects and services. This position reports to a Manager.

### **DUTIES AND RESPONSIBILITIES:**

Provides research, management and professional engineering and advice pertaining to the management of traffic and transportation/communication infrastructure. Research, engineering and management functions may include studies, planning, design, materials, construction, data/asset management, monitoring, modeling, operations, rehabilitation, maintenance, agreements/contracts, budgets/expenditures and investment strategies.

Interprets and analyzes data, information, processes, programs and problems and develops options, solutions, improvements and recommendations.

Reviews and approves standard roadway and traffic engineering proposals, plans, applications, drawings, activities and works.

Develops and recommends corporate engineering/traffic standards, operation and capital programs, policies, management systems, and practices.

Prepares and presents technical and business reports, contract documents, terms of reference, proposals, correspondence and briefs.

Ensures infrastructure information systems and records are maintained.

Interprets, recommends changes to, and administers pertinent City Bylaws,

Initiates, develops and conducts public consultation and information programs.

Receives and responds to concerns and enquiries from staff, the public, other departments, elected officials and the media.

Coordinates, consults, negotiates and collaborates with outside agencies and stakeholders.

Manages and directs the work of consultants, contractors and operational forces.

Mentors, trains, and advises employees and work teams in an environment that embraces innovation, changes, corporate values/initiatives, relationships, partnerships, and a respectful work environment.

Approves requisitions, expenditures and other transactions within the limits of established authority and takes necessary action to protect civic monies and assets against loss and waste.

Leads and/or advises on various departmental and organization project teams or committees such as Occupational Health and Safety, community planning, business process improvement, etc.

Follows all rules and regulations as set out in the Provincial Occupational Health and Safety Act and The City of Regina Occupational Health and Safety Manual as they apply to this position.

Develop and support Community safety and emergency plans/operations. This may involve the development of emergency snow routes; developing and monitoring operation of traffic control and warning systems; developing plans and approving permits associated with the transportation of dangerous goods and wide/heavy/slow moving loads; developing plans and supporting emergency operations (i.e. winter maintenance, traffic operations for major civic events).

Performs related duties as required.

### **QUALIFICATIONS:**

#### **Knowledge, Skills and Abilities:**

Comprehensive knowledge of transportation engineering principles, processes, theories, statistics and technologies.

Comprehensive knowledge of transportation infrastructure, management, systems, standards, safety, policies, materials, practices, operations and equipment.

Advanced skill to operate productivity software products such as MS Office Professional software suites (Word, Excel PowerPoint and Access) and the ability to operate specialized software (i.e. AutoCad Civil 3D, CAISE, EMME\III, SYNCHRO, Asset Management, and Maintenance Management) for analysis, engineering, planning and management traffic and transportation infrastructure systems.

Advanced skill to analyze complex data and issues and interpret specifications/plans/regulations.

Advanced knowledge of project management principles and processes.

Knowledge of administrative/supervision/business management principles and processes.

Skilled in managing multiple engineering/operational projects, information systems, programs and budgets/expenditures.

Skilled in leading, planning, organizing, influencing, directing, supervising, inspecting and coordinating work teams, consultants and contractors.

Skilled in establishing and maintaining effective working relations and a respectful environment with superiors, peers, subordinates and the general public.

Skilled in expressing ideas effectively both orally and in writing, to diverse group and size of audiences.

Skilled in listening with an ability to lead and influence people and cultivate consensus.

Ability to apply the general rules and regulations of the Provincial Occupational Health and Safety Act and the City of Regina Occupational Health and Safety Manual as they apply to the position.

**EDUCATION AND EXPERIENCE:**

A University degree in Engineering, such as Civil, Electrical or Environmental Systems, with a minimum of four years engineering experience in a related transportation field.

**WORKING/OTHER CONDITIONS:**

Registered or eligible for registration as a professional engineer with the Association of Professional Engineers and Geoscientists of Saskatchewan.

Must possess a valid Class Five (5) driver's license and have a vehicle available for work usage.

Must be motivated to strive for personal growth, self-awareness and excellence.

Must be committed to Corporate values and initiatives.

Human Resources  
December 22, 2006