



Job Description

Working Title:	SENIOR ENGINEER - DEVELOPMENT
Position Type:	PERMANENT
FTE (ie: 1.0, 0.5):	1.0
Classification:	LEVEL 6
Division:	ENGINEERING
Department:	PLANNING AND INFRASTRUCTURE
Reports To:	MANAGER OF ENGINEERING
<input type="checkbox"/>	New Position
<input type="checkbox"/>	Update of current position
<input checked="" type="checkbox"/>	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION 1: PURPOSE OF POSITION

Reporting to the Manager of Engineering, the Senior Engineer – Development is responsible for leading and coordinating land development engineering functions, including the review of planning, subdivision, and development applications for engineering compliance. This position requires a strong understanding of Planning and Engineering development processes and oversees design reviews and construction inspections under subdivision and Development Agreements. This position reviews and accepts professional engineering drawings submissions on behalf of the Town and ensures their compliance with the Municipal Development Standards. The Senior Engineer also provides technical guidance and mentorship to junior engineering staff as assigned, and supports the Manager, Engineering through a range of development engineering projects and applications. The role also oversees engineering aspects of the Off-Site Levy program, including all technical inputs, and preparation of the Annual Off-Site Levy Report. This position reflects the municipality's commitment to service excellence, collaboration, proactive problem-solving, respectful professional conduct, and a strong focus on safety in all aspects of land development.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility

50%	<p>Development Engineering</p> <ul style="list-style-type: none"> Lead technical review, evaluation and approval of development applications, including subdivision, rezoning, site plans, and development permits ensuring compliance with municipal standards, bylaws, and applicable legislation. Provide engineering guidance and technical expertise on municipal infrastructure related to development, including roads, water, wastewater, stormwater, and drainage systems. Manage and coordinate development engineering projects from concept through completion, including design review, construction oversight and inspections including site progress meetings, review and processing the issuance of Construction Completion Certificate (CCC) and Final Acceptance Certificate (FAC). Review and issue acceptance of engineering drawings, technical reports, cost estimates, and as-built drawings submitted by developers and consultants. Provide Engineering representation and expertise at the Subdivision and Development Appeal Board hearings, Council meetings, and other committees as required. Lead and coordinate deficiency inspections, review of field test results, enforce rectification of deficiencies. Oversee the submission, review, and acceptance, of as-built drawings and coordinate with the internal Town GIS Specialist to support record keeping, GIS integration, and long-term asset management. Liaise with developers, consultants, contractors, utility providers, and regulatory agencies to facilitate timely and compliant development. Support long-term infrastructure planning, asset management, and growth management initiatives related to development Assist in the development, review, and updating of municipal engineering standards, policies, and guidelines. Respond to public, developer, and internal inquiries related to development engineering matters in a professional and timely manner. Mentor and provide technical direction to junior engineering staff, technologists, and coop students as applicable. Participate in budget preparation, monitoring, and cost control for development-related engineering activities. Oversee the residential lot grading program. This includes review of grading plans, inspections, and issuing rough and final grade certificates ensuring compliance with municipal standards and drainage requirements.
25%	<p>Offsite Levies</p> <ul style="list-style-type: none"> Provide engineering oversight for the planning, design, and delivery of off-site levy infrastructure, ensuring projects align with approved off-site levy bylaws, growth forecasts, and servicing strategies. Prepare, review, and maintain engineering cost estimates, project tracking, and supporting technical documentation for off-site levy calculations and funding allocations. Lead the preparation of the Annual Off-Site Levy Report, including infrastructure status, expenditures, revenues, cost updates, and engineering assumptions, in compliance with legislative and municipal requirements. Coordinate with finance, planning, and external consultants to ensure accurate data, cost recovery, and alignment between engineering projects and off-site levy accounts. Provide technical input and recommendations to senior administration and Council related to off-site levy rates, updates, and infrastructure priorities.

10%	Department / Corporate <ul style="list-style-type: none"> Contribute to a positive and cooperative work environment, with emphasis on accountability, motivation, and morale. Represent the Engineering and the Town on various interdepartmental or interagency project committees and teams. Support other engineers and technicians by conducting peer review and review of other technical work. Remain up-to-date on training and adherence to new engineering standards. Assist the Manager of Engineering in the preparation of department budget and long-term Capital Plan. This includes updating select capital charters and initiatives assigned.
10%	Technical Services <ul style="list-style-type: none"> Provide technical expertise into master plans (Utility, Transportation, Storm) from the long-range development lens. Support Town Asset Management implementation. Provide input into Utility Line Assignments for Town and assist with implementation as required. Provide technical review of Traffic Accommodation Strategies Submitted to Town for projects.
5%	Other Duties <ul style="list-style-type: none"> Help perform the duties of the other Engineering Staff in their absence and within the scope of this position. Occasionally required to work overtime as first authorized by the direct Manager. Responsible to actively engage in the health and safety program and be held responsible for the health and safety duties and responsibilities as outlined in Element I of the Health and Safety Manual. Other duties assigned by the Manager of Engineering and within the scope of this position.

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
Engineering Coop Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Engineering Technologist	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION 4: QUALIFICATIONS

Level of education and experience required:

- A Bachelor of Science Degree in Civil Engineering is required.
- Master's degree in Civil/Environmental Engineering or related specialization (e.g., water resources, infrastructure) is an asset
- Minimum of five (5) years of experience in municipal engineering like civil design, engineering and construction experience in transportation and utilities, and project management..
- Progressive leadership experience with proven ability to lead, motivate and develop teams.
- Public presentation experience is an asset

Required designations, licenses, Certificates required:

- Registered as Professional Engineer (P.Eng.), with APEGA
- Project Management Professional Designation is an asset
- Class 5 Alberta Drivers License

Required Knowledge, Skills and Abilities:

- Able to provide mentorship and technical direction to junior engineering staff, technologists, and coop students as applicable
- Strong understanding of Planning and Engineering development processes related to Development Permits, Agreements, and Subdivision Review
- Strong project management skills with the ability to meet multiple deadlines
- Strong written and verbal communication skills with the ability to respond to the public and council queries, as well as developers, contractors, and consultants as required
- Demonstrated capacity to manage and balance a high workload
- Proven ability to make independent and efficient decisions
- Proven ability to manage protocols and establish positive interpersonal relationships with multiple stakeholders
- Excellent collaboration, problem solving, decision making, and negotiation skills
- Strong analytical ability and technical oversight to provide high quality technical information in support of long-term decision making
- Extensive technical and financial experience and knowledge with the ability to compile, analyze, evaluate, and interpret financial, statistical and engineering data in relation to the operation, construction, maintenance and administration of municipal infrastructure.

Software/Technology

- Microsoft Office Suite
- Knowledge of ESRI ArcGIS products is an asset
- Knowledge of AutoCAD, Civil 3D, stormwater / sanitary / water modelling software, Bluebeam etc. is an asset
- Hands on experience and /or knowledge related to e-permitting is an asset.

PHYSICAL EFFORT

<input type="checkbox"/>	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
<input checked="" type="checkbox"/>	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
<input type="checkbox"/>	Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige



	continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
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WORK ENVIRONMENT

<input type="checkbox"/>	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
<input checked="" type="checkbox"/>	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
<input type="checkbox"/>	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.

Employee Name (if applicable): _____

Reviewed by Employee: _____

Reviewed by Manager: _____

Review Date: _____