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| DISTRICT OF OAK  BAY | Job Description District of Oak Bay |
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| Position Title: | Manager of Engineering, Development and Servicing |
| Reports To: | Deputy Director of Engineering and Public Works |
| Position Description Date: | February 2026 |
| Position Reviewed or Amended | May 2026 |
| Positions Supervised: | Engineering Technologists (2), GIS Technologist (1) |

Nature and Scope of Work:

Reporting to the Deputy Director of Engineering and Public Works, the Manager of Engineering, Development and Servicing serves as the District’s primary engineering liaison for renewal, development, and growth applications.

This role provides essential technical support to the Engineering and Public Works department and Planning division for land-use policy and facilities for civic engineering needs, ensuring that all third-party and internal designs for frontage improvements, off-site servicing, and utility extensions meet District and applicable regulated standards.

The Manager is accountable for the technical integrity of reviews, ensuring that infrastructure is safe, maintainable, and designed with the reliability and redundancy necessary for the District’s long-term sustainability goals.

As several direct reports are expected to be shared resources within the department, this role provides adaptive leadership and clear communication to balance effective delivery while considering and effectively managing the team’s other operational commitments. This involves working in close partnership with the Departmental Leadership to ensure all work plans are strategically aligned, transparently prioritized, and well-supported across the organization

Key Accountabilities:

- Plans and prioritizes the Engineering Services Work Plan, balancing development processing with infrastructure modeling and GIS updates.
- Manages the preparation of annual utility maintenance and capital renewal programs, through coordination with the Public Works Operations Manager. Coordinates the delivery of the work included in the annual plans and prepares year-end service summary reports (planned vs. actual, risks and management of controls).
- Provides leadership to a multidisciplinary team and provides direct technical supervision to staff (EITs/Technologists) to ensure review accuracy, professional development, and compliance with the Professional Governance Act (PGA).
- Leads the technical evaluation of land use applications (DP, DVP, Subdivision) to ensure completion within statutory timelines. Acts as the primary technical reference for the Approving Officer, managing the "Engineering Review" pipeline and handoffs to District operations.
- Supervises the review of master plans, engineering designs, and technical studies to evaluate system demand and infrastructure capacity against provincial and municipal growth targets. This includes ensuring that subdivision, zoning and or development

servicing requirements do not compromise the utilities' systems integrity and that long-term servicing strategies remain resilient to increased density.

- Acts as the District's technical authority to ensure third-party designs are not only compliant with Applicable Regulations and Technical Standards, District Bylaws, but are maintainable. Identifies, based on proactive management, the limits of internal capacity and qualifications and engages Qualified Professionals (QPs) when specialized expertise or additional capacity for technical reviews is required.
- Enforces the District's responsible asset management philosophy focused on Reliability & Redundancy (e.g., system overflows, looped mains).
- Ensures "Safety by Design" for Public Works staff and verifies that all new assets align with District-approved standardized parts.
- Oversees the development and maintenance of the District's *Manual of Standards and Specifications*. Works with the Underground Utilities Engineer to ensure development-led infrastructure integrates with long-term asset management and capacity planning.
- Negotiates DCCs, servicing agreements, and latecomer agreements. Manages the division budget, ensuring full recovery of review fees and appropriate security bonding.
- Performs the duties of the Deputy Director of Engineering and Public Works as required.

Demonstration of the District's Workplace Values – CARE

- **Connected** means we serve the community and each other with friendliness, kindness, professionalism, and respect – working as one team, sharing knowledge and supporting one another.
- **Accountable** means we do what we say we will do, take pride in our work and act with integrity.
- **Responsive** means we believe that finding better ways to serve is part of our growth and that progress and personal connection can co-exist.
- **Effective** means we deliver sustainable results in ways that nourish people.

Required Knowledge Skills and Abilities:

- Advanced ability to interpret the Local Government Act, Community Charter, and Land Title Act.
- Professional competence and ability to mentor and coach staff in reviewing civil engineering drawings (water, sewer, storm, transportation) for compliance with regulatory requirements, engineering technical standards, lifecycle costing, and Total Cost of Ownership (TCO).
- Ability to effectively communicate with private-sector engineers to ensure developer submissions are compliant with the District's long-term maintenance and Strategic Infill objectives, enacted Bylaws and sustainable infrastructure delivery internal procedures.
- Ability to streamline workflows to support reasonable permit turnaround times without compromising the quality of the District's review records, technical integrity or regulatory standards.
- High-level verbal and written skills for drafting technical reports to Council and translating complex engineering requirements for non-technical stakeholders

Qualifications and Experience:

- A Bachelor's degree in Civil Engineering or a related field.
- Registration as a Professional Engineer (P. Eng) in good standing with EGBC.
- A minimum of five (5) years of experience in a management role in municipal engineering, with a focused background in Development Servicing and Engineering Review.

- An equivalent combination of education and experience (e.g., P.L.Eng. with 10+ years of high-level development servicing experience) may be considered within specific provisions or a limited practice role based on established regulatory requirements