HWC HARBOUR WEST CONSULTING

Position Profile

Manager, Engineering, Development + Servicing District of Oak Bay

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Harbour West Consulting

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Table of Contents

District of Oak Bay	3
Position Responsibilities	4
Candidate Qualifications	7
South-East Vancouver Island – Greater Victoria Area	9
Equity, Diversity, Inclusion + Accessibility	10
Contact Us	10

District of Oak Bay



Oak Bay is located on the traditional territories of the lək^{w}əŋən Peoples, known today as the Songhees Nation and Xwepsum (Esquimalt) Nation. The District acknowledges and respects that the Nations' historic connections to these lands continue to this day.

The District of Oak Bay is a historic waterfront community of approximately 18,000 residents, forming part of the Greater Victoria and one of 13 municipalities within the Capital Regional District. Incorporated in 1906, Oak Bay combines a long tradition of local governance with a forward-looking vision grounded in sustainability, livability, and community stewardship.

Guided by its Official Community Plan, Oak Bay envisions a dynamic and resilient municipality that honours its distinct village charm, established residential character, and natural coastal setting while thoughtfully adapting to evolving community needs. The District strives to be economically, environmentally, and socially sustainable, fostering active citizenship and meaningful public engagement in local decision-making.

Useful Links

To learn more about the District of Oak Bay, please visit: www.oakbay.ca

Position Responsibilities

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.

The 2026 hiring salary for this position is $111, 206 - $127, 544 annually, supplemented by a competitive total compensation plan. It is anticipated the 2027 salary range for the position will be a total range of $114,987.23 - $141,273.70.



Key Opportunities

Engineering Services + Development Management

- Plan and prioritize the Engineering Services Work Plan, balancing development processing with infrastructure modelling and GIS updates
- Lead the technical evaluation of land use applications (DP, DVP, Subdivision) to ensure completion within statutory timelines
- Act as the primary technical resource for the Approving Officer, managing the Engineering Review pipeline and handoffs to District operations
- Oversee the review of development proposals and servicing requirements, ensuring alignment with District priorities, operational requirements, and long-term community growth
- Work collaboratively with the Underground Utilities Engineer and Public Works Operations Manager to coordinate development-related infrastructure requirements and departmental priorities
- Perform the duties of the Deputy Director of Engineering and Public Works, as required

Infrastructure Planning + Asset Management

- Manage the preparation of annual utility maintenance and capital renewal programs in coordination with the Public Works Operations Manager
- Coordinate the delivery of work identified in annual plans and prepare year-end service summary reports, including planned versus actual results, identified risks, and management controls
- Supervise the review of master plans, engineering designs, and technical studies to evaluate system demand and infrastructure capacity against provincial and municipal growth targets
- Ensure subdivision, zoning, and development servicing requirements do not compromise utility system integrity and that long-term servicing strategies remain resilient to increased density
- Enforce the District's responsible asset management philosophy, with a focus on system reliability and redundancy, including considerations such as system overflows and looped mains
- Oversee the development and maintenance of the District's Manual of Standards and Specifications, ensuring development-led infrastructure integrates with long-term asset management and capacity planning
- Ensure new infrastructure assets align with District-approved standardized parts and incorporate long-term operational, maintenance, and safety considerations

People Leadership + Operations

- Provide leadership to a multidisciplinary team and direct technical supervision to staff, including EITs and Technologists, ensuring review accuracy, professional development, and compliance with the Professional Governance Act (PGA)
- Act as the District's technical authority, ensuring third-party designs comply with applicable regulations, technical standards, and District bylaws, while meeting requirements for long-term maintainability
- Proactively assess internal team capacity and qualifications, engaging Qualified Professionals (QPs) when specialized expertise or additional capacity is required for technical reviews

- Ensure Safety by Design principles are incorporated into infrastructure planning and design to protect Public Works staff
- Identify technical and operational risks and opportunities to improve engineering practices, infrastructure reliability, and service delivery

Financial + Resource Management

- Manage the division budget, ensuring responsible financial oversight, effective resource allocation, and full recovery of engineering review fees
- Negotiate Development Cost Charges (DCCs), servicing agreements, and latecomer agreements
- Ensure appropriate security bonding is established to protect the District's financial interests and support the delivery of development-related infrastructure
- Support the financial planning and prioritization of annual utility maintenance and capital renewal programs

Key Relationships

Reports to:	Deputy Director, Engineering + Public Works
Direct Oversight of:	Senior Engineering Technologist
	GIS Coordinator
Engages with:	Council
	Senior Leadership Team
	Staff
	Contractors, Vendors + Consultants
	Government Agencies, Officials, and or Regulatory Bodies
	Sector Colleagues
	Members of the Public

Budget

As the position is developed, the role will grow to oversee an anticipated budget of $2+ million.

Candidate Qualifications

This is an incredible opportunity for a technically strong, solutions-oriented manager who is committed to delivering sustainable infrastructure, effective project delivery, and responsive municipal services. The ideal candidate hold a post-secondary degree (in Civil Engineering or a related discipline), along with registration, or eligibility for registration, as a Professional Engineer (PEng) with the Engineers and Geoscientists of British Columbia (EGBC). The ideal candidate will bring 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 will be considered.

Competencies

- Demonstrated expertise in project management, including coordinating multiple phases of engineering projects, managing consultants, and delivering projects within budget and established timelines
- Proven ability to identify project risks and implement effective mitigation strategies
- Demonstrated knowledge of engineering and asset management planning principles and practices
- Ability to independently manage the full lifecycle of infrastructure projects, from planning and design through delivery, including scope, schedule, budget, risk, quality, and contractor coordination
- Sound understanding of municipal servicing requirements and ability to assess land development proposals
- 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
- Strong analytical, problem-solving, and decision-making capabilities
- Ability to manage competing priorities in a dynamic environment while maintaining accuracy and accountability

Interpersonal Skills

- Strong organizational skills with the ability to effectively manage competing priorities
- Demonstrated interpersonal and relationship-building skills, with the ability to collaborate across departments and develop productive working relationships with colleagues, consultants, contractors, developers, regulatory agencies, and the public
- Proven ability to communicate complex technical information clearly and effectively to a variety of audiences, including staff, senior leadership, Council, consultants, and members of the public

- Demonstrated leadership skills with the ability to coach, mentor, and support staff while fostering a collaborative, accountable, and service-focused work environment
- Strong analytical, critical thinking, and problem-solving skills, with the ability to evaluate complex information, exercise sound judgment, and make informed recommendations
- Demonstrated ability to influence, build consensus, and navigate competing priorities while balancing operational, financial, technical, and community interests
- Commitment to delivering responsive, solution-focused customer service with professionalism and sound judgement
- Ability to work independently with minimal supervision while exercising initiative, accountability, and professional judgement

South-East Vancouver Island – Greater Victoria Area



Located on the southern tip of Vancouver Island, the Greater Victoria region offers an exceptional balance of career opportunities and coastal lifestyle. As British Columbia's capital and home to a dynamic network of municipalities, the area provides a meaningful, visible impact within a sophisticated public sector environment. With Canada's mildest climate, year-round access to ocean and mountain recreation, and a strong culture of community, sustainability, and collaboration, this area combines professional growth opportunities with an unparalleled quality of life.

The District of Oak Bay is a scenic, affluent seaside municipality located on the southern tip of Vancouver Island, forming part of the Greater Victoria urban area. Known for its British-influenced charm, it features historic architecture, Edwardian-style gardens, and a rugged coastline along the Salish Sea.

Oak Bay

Set along the eastern shoreline of Greater Victoria, Oak Bay offers an exceptional coastal lifestyle defined by heritage charm, walkable village amenities, and breathtaking oceanfront beauty. Known for its tree-lined streets, character homes, and strong sense of community, Oak Bay blends small-town warmth with immediate access to the region's economic and cultural opportunities. Residents enjoy iconic waterfront destinations such as Willows Beach and the Oak Bay Marina, vibrant local shops and cafés in Oak Bay Village, top-rated schools, and an active, engaged civic culture. With its proximity to downtown Victoria and the University of Victoria, Oak Bay provides both tranquillity and connectivity, making it one of the most desirable and established communities on Vancouver Island for those seeking refined coastal living with enduring community character.

Useful Links

For more information on life in Oak Bay, please visit: www.oakbay.ca/about-oak-bay

To gain insight into housing prices in and around Oak Bay, please visit: www.realtor.ca

Equity, Diversity, Inclusion + Accessibility

Harbour West Consulting + District of Oak Bay believe equity, diversity, inclusion, and accessibility are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone - no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status – should have equitable access to our services, jobs, and opportunities. We strive to ensure processes unfold in a fair, transparent, timely, and open manner, to include individuals previously underrepresented or discouraged from participating.

Contact Us

Should you be interested in learning more about this opportunity with the District of Oak Bay, please contact Carol Robinson or Carley Sum at 604-998-4032 or forward your resumé and a customized cover letter to info@hwest.ca.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We will respond to all who express interest.



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