

Job Title: Assistant Branch Manager Engineering

Requisition ID: 37421

Company

Located on the traditional, ancestral and unceded lands of the x̱w̱məθḵw̱əy̱əm (Musqueam), Skw̱x̱w̱ú7mesh (Squamish), and səliłwətət (Tsleil-Waututh) Peoples, Vancouver has a commitment to becoming a City of Reconciliation. Vancouver consistently ranks as one of the world's most liveable cities and is working towards being the greenest city in the world. Named among Canada's Top 100 Employers, BC's Top Employers, and Canada's Greenest Employers, the City of Vancouver seeks colleagues who can help shape and embody our core commitments to sustainability, decolonization, equity and outstanding quality of life for all residents. Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

Main Purpose and Function

The Assistant Manager, Development and Major Projects provides leadership to the Development and Policy sections of the branch and manages engineering reviews and advice on planning projects, rezoning and development permits, and oversees the engineering permit counter. The position makes key decisions in carrying out the Engineering input on planning, policy and permitting activities related to development work and works across the department and the City to build consensus to achieve goals amid conflicting priorities. The position also collaborates with the Manager on decisions impacting staffing levels, employee engagement, and business processes and operations for the Branch.

The position reports to the Manager, Development and Major Projects and manages a team comprised of Section heads, Professional Engineers, Technical Supervisors, Engineering Assistants, Planning Assistants, and clerical staff. The position works closely on development related projects with the Engineering leadership team, other City Departments including Planning, Legal Services and Real Estate and Facilities Management, and externally with various senior level partners, stakeholders, agencies and clients including the development community, Urban Development Institute, BC Housing and the Vancouver School Board.

Specific Duties & Responsibilities

Development Services and Policy and Planning Section Leadership

- Oversees the project planning, policy, rezoning and development stages of land development projects involving several other City departments and external consultants and developers
- Manages stakeholder relationships to ensure that development related work is completed to achieve service level targets
- Collaborates with Engineering Branches and other departments to ensure policy planning, reviews of rezoning and development applications meet the City's requirements while limiting risk and liability to the City
- Provides recommendations to Engineering Leadership and the Corporate Leadership Team on complex project, program or policy issues with broad stakeholder impacts or potential financial and reputational risk to the City of Vancouver
- Prepares and presents reports to steering committees and Council

Business Optimization

- Develops, implements and monitors quality control processes and procedures
- Establishes operating procedures according to industry best practices
- Provides an independent review, expert advice and recommendations related to high value or politically sensitive projects and programs to enhance overall value to the public from the perspectives of scope, quality, schedule, cost, risk, resources, stakeholder expectations and overall public disruption
- Identifies, plans and implements best practice and operational improvement projects to achieve efficiency, cost savings, safety, quality, customer service and sustainability
- Identifies issues and presents technically sound, economically viable solutions that meet business objectives, mitigates risk, and considers the needs of internal and external stakeholders, ensuring alignment with adopted policies and corporate drivers

Staff Management

- Leads and directs human resources activities for the section including recruitment and selection, assigning responsibilities, labour relations, performance management, attendance management, discipline, grievance handling, and other personnel issues including staff coaching and mentoring

- Collaborates with the Manager on decisions impacting staffing levels, employee engagement and performance management
- Develops, implements and monitors project and program management procedures and practices, quality measures, and best practices through formal coaching, mentoring, and skills and knowledge transfer to section staff

Metrics and Performance

- Establishes, tracks, and analyzes operational performance goals and metrics to drive continuous improvement exercises and initiatives
- Leads routine and proactive reviews of Branch processes, engineering standards and specifications, and project and program management standards, based on technical expertise and lessons learned

Other duties/responsibilities as assigned

Qualifications

Education and Experience:

- Bachelor's degree in Engineering, Planning or Business Administration and a minimum eight years of demonstrated experience as a project or program manager, leading multi-disciplinary teams through the various stages of complex projects and programs, or an equivalent combination of education, training and experience.
- Experience in managing, leading, motivating, coaching and sustaining highly effective teams made up of diverse members working on complex development projects

Knowledge, Skills and Abilities:

- Extensive knowledge of civil engineering practices and principles related to the design, construction and maintenance of municipal civil infrastructure
- Knowledge of municipal governments and regulatory compliance related to land development.
- Knowledge of Project Management and development process methodologies, processes, standards and policies.
- Knowledge and understanding of capital and financial management
- Knowledge of management principles, policies and practices including recruitment and selection, leadership, performance, attendance management and collective agreements
- Excellent skills in research, analysis, and problem-solving within a complex and dynamic environment; ability to think innovatively, solve complex problems and present solutions in clear and compelling terms
- Excellent leadership skills with the ability to motivate, engage and mentor staff
- Excellent communication (oral and written), interpersonal and presentation skills
- Ability to influence others while respecting the sensitive and political challenges that impact decisions.
- Ability to develop and maintain positive, productive relationships at all levels in the organization and external stakeholders
- Ability to exercise tact and discretion in dealing with confidential and sensitive matters.
- Ability to organize, coordinate, and manage projects and programs crossing multiple divisions, multiple business processes and multiple stakeholder groups
- Ability to work well under pressure and manage multiple projects, programs and processes with competing schedules and resources
- Ability to innovate, lead and implement change in the workplace

Where operationally appropriate and subject to change, the City of Vancouver has a Flexible Work Program. This program allows staff to work remotely 1 – 4 days a week from locations that are a daily commutable distance from their work at a City worksite. At this time this position is eligible to be part of the Flexible Work Program.

The City of Vancouver has a COVID-19 Mandatory Vaccination Policy. All external applicants applying to the City of Vancouver are required to be fully vaccinated as a condition of hire and subject to this policy as a condition of ongoing employment. Candidates may only be exempted from this requirement if they request and are approved for an accommodation based on a reason related to a Human Rights Code ground (such as disability). Such a request must be made during, not after, the recruitment process.

Business Unit/Department: Engineering Services

Affiliation: Exempt

Employment Type: Temporary Full Time

Position Start Date: January, 2023

Position End Date: December, 2023

Application Close: December 11, 2022

At the City of Vancouver, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process. Learn more about our commitment to diversity and inclusion.

Before you click [Apply now](#)

Once you start your application you can save your work and leave the applications page, however please remember to submit your profile to the specific job requisition before the posting closing date.

In addition to uploading your cover letter and resume, part of the application process may include answering application questions related to the preferred requirements of the role which may take approx.. 5-10mins. Cover letters should express interest and highlight additional information relevant to the position and resumes should include a tailored summary of skills and experience related to the position.