Job Class Profile: Engineer III

Pay Level: CG-41 Point Band: 950-993

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	5	2	5	7	5	5	3	4	
Points	327	83	13	24	210	108	103	64	43	975

JOB SUMMARY

The Engineer III is responsible for all aspects of contract administration and project management or design management for designated projects, which may include providing direction and supervision to a range of team members, ensuring accurate budgets/schedules, providing advice on regulations, codes/standards, investigating any problems and determining appropriate solutions, and preparing and reviewing design and tender packages.

Key and Periodic Activities:

- Provides detailed project management for all assigned projects, including complex multi-faceted projects, and a number of small and different projects. This may include providing direction on projects, responding to project-specific inquiries, providing briefing notes and conducting on site-visits.
- Provides design management on projects including review and/or produce and authorize final and complete design drawings and specifications. Tasks include managing consultant team, recommending contract awards, developing detailed scope of work, responding to inquires based on designs, and managing a multi-disciplinary team.
- Plans, manages and executes geotechnical investigations and directs the completion of testing on samples. Prepares technical reports and recommendations.
- Performs independent professional engineering work assignments reviewing, analyzing, interpreting, providing technical advice and recommending courses of action and/or solutions, policies and guidelines.
- Negotiates scope, schedule and fees with external consultants on departmental managed projects.
- Manages projects related to the research and development of forest harvesting and transportation operations.
- Liaises with committees, other employees and officials to provide or gather information, advice, guidance, details regarding new trends and/or act as a technical advisor
- Investigates, evaluates and consults with others regarding specific complaints
- May supervise the collection of data, analysis and preparation of reports and recommendations
- May engage in hiring process for various positions

SKILL

Knowledge

General and Specific Knowledge:

— Knowledge of:
  — Complex and/or multi-project management and design techniques, procedures, and standards
  — Current trends and developments in a the field of specialty/work
  — Regulations, legislation and applicable occupational health and safety
  — Technology related to field
— An understanding of a number of different engineering disciplines

Formal Education and/or Certification(s):

— Minimum: 5-year Undergraduate Engineering degree and Professional Engineering Designation (P.Eng)

Years of Experience:

— Minimum: 4 to 5 years of professional engineering experience

Competencies:

— Ability to work/lead a multi-disciplinary team, and work independently
— Project management
— Ability to provide technically authoritative advice in applicable field

Interpersonal Skills

— A range of interpersonal skills are used to listen to information, ask questions, provide routine information, deal with upset/angry people, gain the cooperation of others, negotiate contracts/agreements, instruct/teach/train and make formal presentations.
— Communications occur with employees, suppliers/contractors, customer/clients/general public, supervisors/managers, students/trainees, professional advisors, and internal and external department executives.
— Skills are most frequently used to provide direction to employees/contractors, provide information to co-workers, the general public and executives regarding projects, and negotiate with contractors or resolve disputes.

EFFORT

Physical Effort

— Work does not result in fatigue resulting in periods of rest.
— There is occasionally a requirement to move/lift objects up to 25 lbs.
— Physical effort may include constant fine finger/precision work and sitting, occasionally standing and walking and work only occasionally requires periods of rest. There is the requirement to visit and inspect sites which may include physical efforts such as occasionally climbing, working outdoors in adverse weather, and driving to sites but most of the time class is in the office environment at the computer.

Concentration

- **Visual** concentration is required when preparing and reviewing drawings/designs, examining site locations, inspecting electrical systems and components for problems, reading/writing/reviewing text on a computer and on paper, and driving to different sites.
- **Auditory** concentration occurs when listening and communicating in person and on the phone with the team/contractors/clients/committees/etc.; listening to detect malfunctions in machinery/ components; and listening to remain safe while on-site.
- While on-site, need to remain alert and **attentive for health and safety** of self and others.
- Additionally, there are **time pressures and deadlines** on projects. **Interruptions** are regular during the day.
- **Precision** is required in conducting site surveys and field tests, reviewing specifications, contracts, drawings and spreadsheets, calculating budgets and entering data.
- Concentration effort may include developing plans, negotiating contracts, project management, conflict resolution, and reading/interpreting designs.

Complexity

- Tasks tend to vary in complexity, requiring a range of skills and knowledge to complete activities.
- Tasks tend to require different solutions, occasionally there are guidelines to follow, and regularly creative solutions must be developed. Typical complexities include designs that are not within budget, time, code, regulations, and/or sites unsuitable to the proposed design, and projects that are not on schedule, budget and/or do not suit client's requirements. Solutions must be developed within regulations and codes, professional and technical standards, policies and procedures.
- Occasionally tasks have strategic or policy significance.
- Can reference previous experience, co-workers, specialist, reference codes and standards, policies and procedures, and industry best practices.

RESPONSIBILITY

Accountability and Decision-Making

- Work is moderately to somewhat prescribed and controlled with considerable independent action and decision-making required.
- May exercise a high degree of discretion when preparing or reviewing plans for work, interpreting specifications and contracts on projects, and when solving issues/problems occurring on projects/site
- Decisions are made with regards to items such as enforcement of acts, regulations and codes, on-site decisions, interpretation of specifications and contracts, Approval of change orders and work orders can be approved up to a limit, certifying invoices for payment in accordance with accounting policies.
- Requires approval for staffing decisions (i.e. hiring staff), major purchases, change orders in excess of specified limit, and awarding contracts.

Impact

- Decisions and/or advice/interpretations provided generally have an impact on work area, department, organization, outside the organization and on customers/clients/general public.

Additionally, impacts on equipment, processes and systems, information, facilities, finances material and human resources, health and safety and corporate image. The most significant impacts are on the department, customer/clients/contractors/general public, and all aspects related to project management (i.e. finances, human resources, corporate image, etc.)

— Work can either negatively or positively impact on projects being completed and the future users of the projects/sites. Depending on the nature of the impact, errors could be found and solved quickly, or may have longer lasting impacts.

— Work is evaluated for compliance with technical standards, appropriateness and conformity to policy.

Development and Leadership of Others

— There is no supervision of staff. However, frequently responsible for ongoing project management, training and developing, providing advice and guidance, delegating/allocating tasks, leading a project team, and acting as a subject matter expert.

WORKING CONDITIONS

Environmental Working Conditions

— Required to use safety equipment such as safety boots, hard hat, safety vests, and personal protection measures when in the field/on-site.

— The likelihood of serious injury or illness is limited but the potential exists.

— Works mainly in an office setting as well as occasionally in the field on project/construction work sites or conducting inspections. May be occasionally exposed to a variety of undesirable working conditions, including but not limited to dirt/dust/garbage, odours, fumes, dangerous heights/depths, electrical shock, wet or slippery surfaces, rough terrain, lack of privacy, adverse weather conditions, heavy machinery and travel.