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Job Specification

Position Title: PROJECT ENGINEER
Job Code: PEGO - Bargaining-Engineering 07, 07PBE
Job ID: 20726

Purpose of Position:

To provide engineering, technical and administrative direction on both planning and designing transportation projects of typically moderate size and complexity by applying sound engineering and technical expertise, ministry standards, processes and procedures to ensure the provision of a safe provincial highway system.

Duties/Responsibilities:

- Determine by field inspection, interpretation and analysis of available information the data needed to carry out assigned projects.
- Provide engineering, technical and administrative advice and direction to subordinates, consultants and construction staff as required on assigned projects.
- Acquire, administer, and evaluate consultant services.
- Lead/co-ordinate project teams (functional offices) in scoping out work and evaluating submissions for EOs, RFQs and RFPs, review and acceptance of Quality Control Plans.
- Ensure consultants provide and maintain appropriate financial and production schedules.
- Ensure acceptability of project deliverables and that terms of consultant agreements have been met.
- Co-ordinate the supply of all necessary input data and recommendations including, survey requests, title search request, property requests, and utility relocation plans.
- Identify problems and prepare alternatives/recommendations/reports on all engineering matters and adhering to engineering quality standards and completeness.
- Organize and conduct public involvement to explain projects and their effects.
- Present proposals/designs to senior management, local municipalities and other agencies to negotiate and resolve issues and obtain endorsements.
- Participate in the negotiation of partnership/cost sharing agreements with municipalities and/or developers for highway improvements.
- Prepare or ensure the preparation of design criteria for adherence and/or deviations to highway engineering standards.
- Administer consultants in feasibility, route location, preliminary design and detail design of new transportation facilities and the rehabilitation of existing facilities including the preparation of contract drawings and documents for highways and highway related facilities.
- Ensure the preparation of appropriate documents and justifications for Ontario Municipal Board Road Closing Hearings, Hearings of Necessity, Coroners Inquests, court proceedings, briefing notes, ministerial and public inquiries.
- Obtain necessary statutory and regulatory orders such as railway crossing board orders, inter-provincial pipeline crossing orders and drainage petitions.
- Attend hearings to give evidence and represent the ministry as an expert witness on engineering related matters.
- Maintain a close liaison with engineers/technicians/staff in establishing and monitoring project schedules for internal and external resource requirements.
- Co-ordinate input and deliverables of all functional components in consultant assignments.
- Supervise and direct the activities of assigned staff.
- Act as ministry contact/representative on matters relating to assigned projects.
- Assess and negotiate the compatibility of development proposals and land disposal requests on or adjacent to the existing or future rights-of-way.
- Co-ordinate response to problems in construction resulting from design issues.
- Provide information and advice as requested by the Ministers Office, MPPs and other political officials, members of the public and media, by way of presentations, Briefing Notes and Ministers letters.

Knowledge:

- Requires registration/licence from Professional Engineers of Ontario.
- Thorough knowledge of theories, principles and practices of civil engineering, related to highway engineering.
- Working knowledge of related fields including geotechnical, pavement design, structural, drainage, surveys, electrical, traffic, and construction practices.
- Working knowledge of related legislative acts (Environmental Assessment Act, Public Transportation and Highway Improvement Act, Drainage Act, etc), economics, budgeting, land use planning and automated engineering systems.
- Of consultant acquisition, administration, and evaluation.
- Of ministry organization, relevant policies, procedures and standards.

- Of project management techniques required to manage projects of moderate size and complexity.
- To establish effective working relationships with colleagues, associates, senior officials and the public.
- Communication and presentation skills to make presentations and represent the ministry as an expert witness on engineering related matters.
- Working knowledge of Value Engineering,, problem solving and decision-making techniques, and alternative delivery methods, such as functional outsourcing. Total Project Management and Design Build.

Judgement:

Under the general direction of a more senior staff member, show sound judgment in:

- Controlling budgets of assigned consultant projects.
- Overseeing consultant assignments for completion of deliverables and "value for money".
- Providing direction and engineering/technical/administrative advice to ministry staff and consultants.
- Establishing and adjusting schedules.
- Developing, evaluating and analyzing alternative proposals.
- Assessing the implementation of ministry and regional policies in terms of project delivery and resource utilization.
- Presenting recommendations and evidence regarding alignment, grades, standards, traffic control, drainage, property requirements, etc.
- Preparing special provisions and special standards.
- Assessing the accuracy and completeness of proposals, designs, contract drawings and documents.
- Assessing and negotiating the compatibility of development proposals and land disposal requests on or adjacent to existing and future rights of way.
- Providing expert testimony at Board/Court Hearings and Coroners inquests.
- Providing work that is technically accurate conforming to ministry standards, practices, policies, procedures and budget constraints

Accountability - Programs:

Timely delivery of assigned projects for availability to support the ministry Capital Construction Program. For the overall management and delivery of projects of moderate size and complexity in a cost-effective manner.

For establishing work schedules and assigning internal resources or consultants.

For the overall engineering quality, technical integrity and endorsement of proposals by all concerned agencies and individuals.

For presenting sound and accurate information/testimony on engineering, technical and administrative matters at Board/Court Hearings and Coroners Inquests.

For ensuring that proposals minimize and/or mitigate adverse social and environmental impacts.

For providing sound engineering, technical and administrative advice to subordinate staff and consultants.

Accountability - Personnel:

Supervise support staff and administer consultants as required

Accountability - Finance & Material:

Regular updates of cost estimates on assigned projects.

Determine appropriate cost estimates for consultant assignments and agenda.

Budget control of assigned consultant assignments.

Cost effective use of Planning and Design budgets.

Accountability - Impact of Errors:

Public safety.

Adversely affect ministry Capital Construction Program by delays.

Improper use of public funds due to higher design/construction costs.

Contact - Internal:

Regularly with professional engineers, managers and technicians in the Region, District and Head office.

Occasionally with senior officials in the ministry for the purpose of obtaining input, making recommendations, resolving issues and obtaining endorsements pertaining to the work projects being managed.

Contact - External:

Regularly with professional engineers, managers and technicians of consultants, utility and transportation agencies to provide direction, advice and/or resolve problems.

Frequently with officials and staff of other ministries, local governments and the public for the purpose of presenting planning or designing proposals, explaining their effects, seeking recommendations or endorsements and advising on project related Corridor Control issues.

Occasionally with news media and elected officials.