



<b>DEPARTMENT:</b>	<i>Electric Utility</i>	<b>STATUS:</b>	<i>Fulltime</i>
<b>NO. OF POSITIONS:</b>	<i>One</i>	<b>UNION:</b>	<i>Exempt</i>
<b>HOURS OF WORK:</b>	<i>37.5 hours per week</i>	<b>SALARY:</b>	<i>\$130,412 - \$143,698 annually</i>

The City of New Westminster’s Electrical Utility Department is seeking an exceptional and dynamic leader who will be pivotal in leading the Electrical Design & Planning team. Reporting to the General Manager, the Manager of Electrical Design & Planning will plan, coordinate and manage the City’s electrical engineering design and planning function, involving design, standards, estimation, approvals, and project coordination for alterations/additions to the electrical distribution system. The Manager will act as the Responsible Registrant with EGBC on behalf of the department and will manage staff, including hiring, scheduling, assigning and reviewing work, training, coaching and developing, performance management, and workplace safety.

**Responsibilities:**

- Manages the City’s electrical engineering design and planning function, leading a team and consultants in planning, design and coordination of alterations/additions to the electrical distribution system.
- Determines scope of required alterations/additions to the electrical distribution system as they pertain to new developments in the City and to extraordinary maintenance requirements. Oversees design, development/revision of drawings and preparation of estimates.
- Coordinates multiple projects simultaneously, liaising with developer, obtaining approvals/registrations, ordering equipment/materials, scheduling and managing the work, overseeing contractors and leading quality control inspections in the field. Also oversees accurate documentation/storage of all drawings and records.
- Participates in planning meetings and discussion with other City departments, developers, architects, consultants, provincial utilities and others regarding large developments as they relate to electrical utility issues, providing input and information that could affect the electrical design.
- Provides load growth and material forecasts, based on upcoming projects. Determines major material items required to be ordered from manufacturers/distributors, reviews vendor drawings, prepares electrical equipment specifications for transformers, switchgear and other equipment. Evaluates technical bids for materials and services.
- Implements department procedures and ensures understanding to foster efficiency and staff ability to provide accurate and consistent information to the public and other City departments. Also oversees response to police and fire departments on a wide range of electrical-related issues.
- Manages staff, including hiring, scheduling, assigning and reviewing work, training, coaching and developing, performance management, workplace safety and all other people management practices. Also oversees the work of outside consultants and contractors.
- Provides leadership and technical support to design, operations, and administrative staff. Shares knowledge and acts as a mentor to others in the department.

**Requirements for this position:**

- A bachelor’s degree in Electrical Engineering and registration as a P.Eng.
- A minimum of 10 years of increasingly responsible experience in the project management and design of electrical distribution projects; including one year of supervisory responsibility.
- Extensive knowledge of the concepts, practices, techniques, materials, tools and equipment used in the design and implementation of alterations/additions to electrical utility distribution systems
- Extensive experience in the design of distribution systems with a focus on underground systems.
- Knowledge of the relevant policies, procedures, legislation, standards and codes governing electrical utility operations, including the Local Government Act, Electric Safety Act, CSA Codes and WCB Regulations
- Knowledge of health and safety regulations and practices in an electrical utility setting
- Planning and coordination skills to coordinate multiple projects simultaneously
- Communication and interpersonal skills to establish and maintain effective working relationships with internal and external contacts and provide input and information that affects design decisions
- Problem-solving and decision-making skills to address challenges related to multiple projects
- People leadership skills to manage a team of technical and support staff, and to effectively communicate with field crews
- Valid B.C. driver’s license
- Successful completion and maintenance of a satisfactory Police Information Check (PIC)
- Ability to act as the City’s Responsible Registrant with EGBC for the electrical department
- Ability to register as a class A FSR and hold the Utility Operating Permit on behalf of the City

Apply by sending your cover letter and resume in one document quoting the competition number, by November 2, 2021 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: LAST NAME First Name #21-138

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada. New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.