

Highlights of the job

We are hiring one (1) full-time permanent **Manager, EWS Drafting Services** position working out of Rosedale Water Treatment Plant in Edmonton, AB.

The Manager, Drafting Services manages a team of drafting technologists to support the delivery of capital and operational projects/programs through the generation of engineering drawings and specifications. This position ensures that the team records all relevant asset information from both in-house and third party sources into the applicable databases and ensures consistency. This position is responsible for managing the e-circulation review process and liaising with the City of Edmonton accordingly. In addition, this position ensures the continual participation in other review processes such as tree planting circulations.

What you'd be responsible for

- Lead team to provide drafting services for the generation of engineering drawings in all applicable capital and operational projects/programs.
- Manage the intake and tracking process for drafting services including:
 - Water and wastewater capital programs/projects, and
 - Gold Bar WWTP and WTPs.
- Ensure proper flow of information at the appropriate sequence including issue for information, issue for tender, issue for construction, and as-built.
- Deliver detailed design packages including engineering drawings and specifications on time and within allocated budget.
- Maintain and coordinate periodic review on the general notes and specifications as required.
- Record all water and wastewater infrastructure information from all capital projects/programs, private development projects, and City of Edmonton projects into appropriate databases.
- Ensure the accuracy of information in the water and wastewater infrastructure databases.
- Update asset information based on field inputs and active project status as required.
- Ensure consistency and compliance to latest specifications in capturing and displaying water and wastewater infrastructure information.
- Provide datasets and specific asset information to both internal and external customers.
- Maintain relevant key performance metric to demonstrate the effectiveness and efficiency of the recording services.
- Assign e-circulations to appropriate areas for review according to the complexity and urgency of the review request.
- Review electronic circulation and provide coordinated responses according to water and wastewater utilities perspectives.
- Escalate difficult situations to ULA Variance Committee for exemption discussions and resolutions.
- Update the review templates to make sure they are current and relevant.
- Manage the review process on other circulations such as tree planting location conflict review.

What's required to be successful

- Degree or Diploma in engineering
- A minimum of eight (8) years of progressively responsible technical experience in planning, design, construction and operations in water and wastewater industry

- Experience in engineering or technical teams in water, wastewater or related/relevant industries.
- Experience with engineering design, project management and construction of water/wastewater utility projects.
- Report writing along with effective communication skills
- Ability to think out of the box and offer new solutions using unconventional approaches and new technology
- Ability to collaborate with diverse stakeholders and understand basic principles of public engagement and communication process.

As the successful candidate, you have the ability to drive excellence throughout the organization, see the business as a whole and use that understanding to accomplish goals. You have a focus on operations, can effectively self-manage and recognize limitations in order to learn, grow and have a positive impact on others.

Other important facts about this job

Jurisdiction: MGMT

Hours of work: 40 hours per week

Application deadline: October 10, 2024

This position is eligible for the EPCOR Hybrid Work Program

Eligible for a \$2,000 Employee referral reward!

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#LI-TA1

Please note the following information:

- A requirement of working for EPCOR is that you are at least 18 years of age, successfully attained a high school diploma (GED, or equivalent level of secondary education) and legally entitled to work in Canada. (A copy of a valid work permit may be required.)
- If you are considered for the position, clearance on all applicable background checks (which may include criminal, identity, educational, and/or credit) and professional reference checks is required. Some EPCOR positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment.
- A technical/practical assessment may be administered during the selection process and this exercise will be used as a part of the selection criterion.
- To meet the physical demands required of some positions, candidates must be in good physical condition and willing to work in all weather conditions. Clearance on pre-placement medical and drug and alcohol testing may be required.
- Prior infractions for unsafe driving behaviours will be evaluated and considered for non-selection regardless of current demerits on file.