



Director of Engineering and Public Works

Employer: Village of Cumberland

Location: Cumberland, BC, Canada

Type: Permanent Full Time

Reporting To: Chief Administrative Officer

Position Type: Exempt

Salary: \$110,000-\$125,000



Are you a collaborative leader with a passion for municipal infrastructure and community building? The Village of Cumberland is seeking a strategic, forward-thinking, and experienced professional to join our leadership team as Director of Engineering and Public Works. This critical role provides technical and operational leadership to ensure the effective planning, development, and maintenance of the Village's infrastructure and public works services.

About The Role:

As a key member of the senior leadership team, the Director of Engineering and Public Works oversees municipal infrastructure systems including roads, water, wastewater, and stormwater, and leads the implementation of capital projects and asset management strategies. This role ensures regulatory compliance, fiscal responsibility, and excellence in service delivery.

Key responsibilities include:

- Developing and managing capital infrastructure plans and engineering projects.
- Overseeing public works operations, emergency response planning, and asset management.
- Managing department budgets and securing external funding opportunities.
- Leading a team of unionized and exempt staff and supporting performance, training, and discipline processes.
- Engaging with residents, Council and external stakeholders on infrastructure and service issues.



What we Offer

- A collaborative and supportive work environment that values work-life balance.
- Opportunities for professional growth and impactful contributions to the community.
- A chance to make a positive difference in a vibrant and engaged community.

About Cumberland

Nestled in the mountains of the beautiful Comox Valley on Vancouver Island, the Village of Cumberland offers a unique blend of natural beauty, cultural richness, and outdoor adventure. The Village is a progressive municipality known for its proximity to outstanding outdoor recreation, a thriving food and beverage scene, and world-class arts and music. The community boasts an internationally recognized trail network, lakes, streams, and a mature rainforest. Saltwater beaches and Mount Washington Alpine Resort are just a short drive away.

Qualifications

Education and Experience:

- Bachelor's degree in engineering or a related discipline from a recognized post-secondary institution.
- Eligibility for registration as a Professional Engineer (P. Eng) in British Columbia is considered an asset.
- An MBA or advanced degree in public administration, or related field will be considered.
- Minimum of 7 years' progressive experience in municipal engineering or public works.
- Leadership experience managing teams, budgets, and large-scale infrastructure projects.
- Proven project management experience, including delivery of capital works and service improvement initiatives in a municipal or similar environment.

Skills and Knowledge

- Extensive knowledge of civil engineering principles, asset management, and public works operations.
- Familiarity with MMCD and CCDC standards.
- Strong communication, negotiation, and stakeholder engagement skills.
- Demonstrated ability to lead, innovate, and foster a respectful and inclusive workplace.

How to Apply

Please submit your resume and cover letter to hr@cumberland.ca

Closing date: Open until filled. Review of applications will start on June 16, 2025





JOB DESCRIPTION

DIRECTOR OF ENGINEERING AND PUBLIC WORKS

Job Title: Director of Engineering and Public Works	Department: Engineering and Public Works	Supervisor's Title: Chief Administrative Officer
Classification: Full-time exempt		Date: May 2025

POSITION SUMMARY

The Director of Engineering and Public Works is a key member of the senior leadership team, responsible for overseeing municipal infrastructure planning, development, and maintenance. This position provides strategic direction, operational leadership, and technical expertise to ensure the effective delivery of engineering services, capital projects, fleet, transportation networks, development approvals, water and wastewater systems, and public works operations. The Director ensures compliance with municipal, provincial, and federal regulations while maintaining fiscal responsibility and service excellence.

CORE COMPETENCIES REQUIRED FOR THIS ROLE

- Independence of judgment and strong initiative
- Excellent interpersonal and human resource management skills
- Highly organized and motivated
- Skilled at multi-tasking with an ability to identify efficiencies
- Strong computer knowledge
- Excellent written and verbal communication skills
- Good customer service and political acumen

KEY RESPONSIBILITIES

Below is a partial list of Key Responsibilities:

Engineering & Capital Projects

- Develop and oversee the Village's capital infrastructure plan, including roads, water, wastewater, stormwater, and public facilities, ensuring alignment with long-term strategic goals and asset management priorities, including condition assessments of linear and corporate fleet assets
- Provide oversight on the planning, design, construction, and maintenance of capital and infrastructure projects, ensuring quality control and timely delivery.
- Ensure all engineering projects comply with municipal policies, safety regulations, environmental requirements and industry best practices.
- Oversee capital project budgets, timelines, and resources, including oversight of external consultants, contractors and internal staff.
- Collaborate with other departments and external agencies to identify project needs, secure funding, and integrate capital projects with broader community development and service delivery goals.
- Participate in the development approvals process to provide review and input into development proposals involving engineering, capital works, and transportation planning. The Director may also be appointed as the Deputy Approving Officer.

Public Works Operations

- Oversee the maintenance and operation of municipal infrastructure, including roads, sidewalks, multi-use pathways, drainage and utilities.
- Implement and monitor asset management strategies to maximize the lifespan, performance, and value of municipal assets.
- Ensuring the development, review, and timely completion of annual work plans aligned with Council priorities and departmental goals.
- Develop, maintain, and test emergency response plans related to infrastructure-failures, severe weather events, and other service disruptions.
- Manage Village fleet assets, including the development of capital replacement/acquisition schedules, and oversight of equipment repair and maintenance.
- Monitor and evaluate the performance of public works programs and services, identifying opportunities for continuous improvement, innovation, and cost efficiency.
- Ensure compliance with all applicable safety, environmental, and regulatory standards in the delivery of public works services.

Financial & Administrative Management

- Prepare and manage departmental budgets, ensuring fiscal responsibility and cost-effective service delivery, including regular budget reviews with variance explanations.
- Identify and pursue funding opportunities, including grants and partnerships, to support departmental initiatives.
- Provide reports and recommendations to Council on engineering and public works matters.
- Coordinate the administration of all bylaws under the authority of the department.
- Oversee departmental procurement processes in alignment with the Village's purchasing policy, including sourcing, tendering, contract management, and ensuring proper coding and approval of invoices following financial policies and procedures.
- Review and evaluate service contracts and regular suppliers on a routine basis to ensure the Village is receiving competitive pricing, quality service, and strategic value from its partnerships.

Human Resources

- Lead and support a team of engineering and public works staff, fostering a culture of safety, accountability and service excellence.
- Manage staff in a unionized environment, ensuring compliance with the collective agreement, labour laws and municipal policies.
- Interpret and apply the collective agreement in matters such as scheduling, compensation, grievances and discipline.
- Oversee employee performance management, including coaching, conducting performance reviews and identifying professional development opportunities.
- Administer progressive discipline processes in a fair and consistent manner, ensuring alignment with legislation, the collective agreement and internal policies.
- Foster a respectful, inclusive and productive work environment through effective leadership, communication, and conflict resolution.
- Collaborate with Human Resources and Union representatives to resolve labour relations matters and support recruitment and workforce planning initiatives.
- Oversee the development and maintenance of hazard and risk assessments, standard operating procedures, safe work practices, and other health and safety documentation in compliance with WorkSafe BC and industry standards.

Stakeholder Engagement.

- Collaborate with other municipal departments, other Local Government and First Nations, external agencies, and contractors.
- Engage with residents, businesses, and community stakeholders on infrastructure and service-related issues.
- Foster and maintain positive relationships with the public, external agencies, stakeholders, Council and internal departments through timely, respectful, and solution-oriented communication.
- Provide advice and support to Council and senior leadership by demonstrating political acumen and sound judgement when navigating sensitive or complex public works and engineering matters.

GENERAL DEPARTMENT RESPONSIBILITIES

- Ensures compliance with all Village policies, bylaws, agreements, contracts, and external regulations.
- Provides input on modifications or improvements to policies, procedures, and practices to improve the functioning of the Department; and provides input to written work procedures as required.
- Ensures that staff follow all related safe work practices and adhere to safety and other work-related regulations; reports unsafe and/or insecure situations that may arise from time to time; and implements emergency procedures as directed.

QUALIFICATION REQUIREMENTS

Education:

- Bachelor's degree in civil engineering or a related discipline from a recognized post-secondary institution.
- Eligibility for registration as a Professional Engineer (P. Eng) in British Columbia is considered an asset.
- An MBA or advanced degree in public administration, or related field will be considered.
- Project Management Professional (PMP) designation an asset

Experience:

- Minimum of 7 years of progressive experience in municipal engineering or public works, or related infrastructure services
- Experience in leadership roles, managing teams, budgets and large-scale projects.
- Proven project management experience, including delivery of capital works and service improvement initiatives in a municipal or similar environment.

REQUIRED LICENCES, CERTIFICATES, AND ASSOCIATION MEMBERSHIPS:

- Valid British Columbia Class 5 Driver's License.
- Current criminal record clearance

The Ideal Candidate will have:

- Experience in managing teams and diverse stakeholder groups.
- Extensive knowledge of civil engineering principles and best practices related to the design, construction and maintenance of transportation and/or underground utility infrastructure
- Strong understanding of municipal engineering, asset management frameworks, and public works operations.
- Knowledge of BC's regulatory framework, including environmental and safety standards.
- Exceptional communication, negotiation, interpersonal skills, with the ability to build relationships and navigate complex political and community environments.
- Demonstrated ability to work collaboratively with a senior leadership team, engaging in productive, solutions-focused dialogue and handling difficult conversations with professionalism.
- Knowledge of MMCD (Master Municipal Construction Documents) and CCDC (Canadian Construction Documents Committee) standards.
- A track record of innovation, continuous improvement, and leading organizational or cultural change within complex environments.
- Ability to develop and implement long-range plans aligned with municipal priorities, infrastructure sustainability, and climate resilience.
- Familiarity with GIS, SCADA, and asset management software to support data-informed decision-making.
- Experience managing procurement processes, negotiating contracts, and overseeing service agreements to ensure value and compliance.
- Strong understanding of capital and operating budgeting, cost control, and life cycle cost analysis in a public sector context.