

EMPLOYMENT OPPORTUNITY

Project Engineer (Civil)

Permanent Full-Time | External
Capital Project Delivery
Competition No.: 2025-1138



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Strong project management skills and a fundamental understanding of project phases and processes.
- Demonstrated ability to plan, organize, develop, and implement projects in a systematic, timely manner.
- Strong working knowledge of regulations and codes pertaining to the design and operation of RDN facilities in addition to the BC Occupational Health and Safety regulations.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1138 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on October 28, 2025.**

Date Posted: October 7, 2025

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Project Engineer with the Capital Project Delivery Department.

The Project Engineer is responsible for managing capital projects within the Regional District of Nanaimo (RDN). Projects include the planning, design, and construction of capital infrastructure projects, including water, wastewater, utilities, fire protection facilities, and others. This position will liaise with administrative and operational staff, other government agencies, architects, building contractors, consultants, private utility companies and the public.

QUALIFICATIONS

Qualifications include a degree in Engineering (Civil Engineering preferred) and a Professional Engineer designation from Engineers and Geoscientists British Columbia (EGBC) as a P. Eng. Candidates should have 5-7 years of experience in design, construction, and project management of water/wastewater or industrial projects. Experience in an operating facility and local government considered assets.

POSITION DETAILS

This is permanent full-time (35 hours per week). The (2025) rate of pay is \$119,593 to \$137,236. The position offers a competitive benefits package including matching contributions to the Municipal Pension Plan and access to the RDN's flex days program.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

POSITION TITLE: **Project Engineer, Capital Project Delivery**

DEPARTMENT: Capital Project Delivery

REPORTS TO: Manager, Capital Project Delivery

DIRECT REPORTS: N/A

POSITION SUMMARY

Responsible for managing capital projects within the Regional District of Nanaimo (RDN). Projects include the planning, design, and construction of capital infrastructure projects, including water, wastewater, utilities, fire protection facilities, and others. This position will liaise with administrative and operational staff, other government agencies, architects, building contractors, consultants, private utility companies and the public.

MAJOR DUTIES AND RESPONSIBILITIES

1. Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
2. Coordinates the planning and design work for infrastructure projects, prepares requests for proposals, contracts, supervises, and inspects contractors' activities, manages warranty work after completion of the project and provides overall project management.
3. Manages the day-to-day operational and tactical aspects of multiple capital projects from initiation to final project completion and prepares monthly status reports and forecasts.
4. Provides written and verbal communication updates to stakeholders, management, plant staff and external resources and effectively facilitates project meetings.
5. Provides support, advice and recommendations to the Manager, Capital Project Delivery regarding the development, operation and maintenance of facilities and infrastructure operated by the Regional District of Nanaimo.
6. Provides support to all projects as an engineering subject matter expert.
7. Provides engineering support to the RDN Operations and Maintenance Teams.
8. Prepares project cost estimates, assists in the preparation of detailed project budgets for inclusion in the annual budget and five-year financial plans and ensures that approved budgets are properly administered and controlled.
9. Analyzes and resolves project work problems and recommends measures to improve work methods, equipment performance, quality of product and working conditions.
10. Manages the preparation and award of contract tenders for capital construction projects; responsible for the approval and administration of the project budget and contract payments and prepares and submits production, progress and other reports.
11. Develops terms of reference for and directs consultants involved in various studies and projects.
12. Assists in the preparation of the annual budgets and manages expenditures in accordance with approved budgets.
13. Attends various meetings with stakeholders, including public meetings, and chairs meetings as required.
14. Establishes and maintains an effective working relationship with the appropriate Federal and Provincial Ministries, private industry, other regional districts or municipalities, interest groups, communities, and other organizations as required.
15. Processes enquiries and complaints from the public in a prompt manner. Maintains good working relationships with neighbours of all RDN facilities.

16. Demonstrates accountability for safe work practices. Promotes safety through active participation in the RDN OSH program, including regular facility and work site inspections, safety meetings and workplace investigations.
17. In an emergency situation that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
18. Performs other related duties as directed by the Manager, Capital Project Delivery.

REQUIRED EDUCATION AND EXPERIENCE

- Degree in Engineering
- Professional Engineer designation from Engineers and Geoscientists British Columbia (EGBC) as a P.Eng.
- Five to seven years of related experience in the design, construction and project management of water/wastewater or industrial projects.
- Experience in an operating facility will be advantageous.
- Related experience in a local government setting would be an asset but is not required.

Certification in project management, project management experience, knowledge of wastewater facilities and previous experience in the design, construction and operation of wastewater infrastructure would be considered assets.

SKILLS AND ABILITIES:

- Strong project management skills and a fundamental understanding of project phases and processes. Proven skills in personnel supervision, leadership, team building, and problem-solving are essential for the position.
- Excellent written and verbal communication skills.
- Ability to maintain positive and progressive internal and external working relationships.
- Demonstrated ability to plan, organize, develop, and implement projects in a systematic, timely manner.
- Strong working knowledge of regulations and codes pertaining to the design and operation of RDN facilities in addition to the BC Occupational Health and Safety regulations.
- Seeks to create opportunities for continuous improvement at the RDN.
- Experience in asset management, energy, and greenhouse gas reduction will be an asset.
- Possession of a valid Class 5 Drivers License is required.