

## **Assistant Manager of Operations**

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Full-Time, Permanent Position

Reports to Manager of Operations and Development Services

### **General Outline, Scope and Purpose:**

Reporting to the Manager of Operations and Development Services, the Assistant Manager of Operations is responsible for planning and directing the day to day activities of the Operations Department, overseeing Contractors and capital projects, and bringing innovative and supportive leadership to the Operations team.

### **Responsibilities:**

- Coordinate the maintenance, repair and construction for the Village's roads, sidewalks, water, sewer and parks and other infrastructure
- Ensure regular and preventative maintenance is carried out for fleet vehicles and municipal facilities
- Support Operations team in daily duties and responsibilities
- Monitor expenditures and support preparation of departmental budget
- Prepare and maintain records, statistics and departmental correspondence
- Oversee work performed by Contractors and conduct Contractor Safety Orientations
- Identify and recommend projects for preventative maintenance and improvement of infrastructure
- Prepare and present reports to Council as required
- Participate in long-range planning
- Assist in compilation of Requests for Proposals and grant applications
- Maintain effective working relationships with all Village Staff, Regional and neighbouring Local Governments and First Nations
- Other duties as assigned

### **Team management:**

- Provide direct supervision and training to Operations team
- Identify areas where additional training is required and manage training requests
- Provide professional and emotional support to Operations team
- Participate in the hiring process
- Support Management in the administration of Performance Agreements, and recommend progressive discipline when necessary
- Support the HR Coordinator in ensuring all Occupational Health and Safety requirements are met
- Ensure employees adhere to the Village's policies and procedures
- Other duties as assigned

**Qualifications:**

- Relevant post-secondary education
- Minimum of 3 years' experience in a related role required
- Minimum of 5 years' supervisory/management experience required
- Minimum of 3 years' Local Government experience preferred
- Strong knowledge of utilities, water distribution and waste water operations
- Strong knowledge of facility and infrastructure maintenance
- Strong knowledge of the Pemberton area
- Superior verbal communications and customer service skills
- Proven experience in project management
- Ability to read and interpret engineering drawings
- Knowledge of Occupational Health and Safety legislation
- Experience in Labour Relations in a union setting an asset
- Proficiency in Microsoft Office (Word and Excel), AutoCAD and other relevant software
- Time management skills to meet deadlines and manage a large volume of work
- Class 5 Driver's License and satisfactory Driver's Abstract required
- Must be physically fit, capable of lifting up to 50 lbs safely, and working for up to eight hours in inclement weather