

Manager of Operations and Projects

Reports to Chief Administrative Officer

Permanent, Full Time: Monday to Friday 8:30 – 4:30, with some evening work required.

Definition:

Reporting to the Chief Administrative Officer, this position is responsible for the overall management of the Public Works department and oversight of all Village infrastructure, including roads, sewer, water, parks and sewer treatment plant operations. This position plays a key role in asset management and the implementation of Projects to meet Council's Strategic Priorities and benefit the community.

Overall Key Responsibilities:

- Provides advice, recommendations, and policy input to the CAO concerning all engineering, public works and other technical issues.
- Provides management direction to department employees and contracted crews by planning, assigning, and supervising work to ensure conformance to standards, specifications, contracts and pertinent regulations.
- Coordinates with the CAO and HR Coordinator to ensure the optimum utilization of staff and resources through the selection, hiring, training, development, promotion and discipline up to and including dismissal of staff.
- Prepares, presents and manages the departments' operating and capital budgets, and reports on a monthly and quarterly basis
- Implements new and improved methods, technology and programs
- Prepares a variety of reports, correspondence, estimates and statistics, and reviews staff reports.
- Develops and manages replacement and maintenance programs to ensure the safety and longevity of roadways, parks and public areas, Village facilities, vehicles and equipment.
- Supports staff to deliver the capital infrastructure plan, consistent with the Asset Management Plan.
- Establishes and maintains effective relationships with other departments, agencies, First Nations, community groups, property owners and the public and attends public meetings as required.
- Provides information and assistance to the public and resolves problems and complaints.
- Provides comment on referrals from Development Services related to development permits, subdivisions and building projects or other agencies as required.

- Participates in collective bargaining and grievance procedures in cooperation with the CAO and HR Coordinator.
- Acts as Management Representative on the Health and Safety Committee.
- Attendance at Council & Committee Meetings, including outside agency meetings as required.
- Other duties as assigned.

Key competencies

- **Leadership** - Ability to deal effectively with change and pressure; can adjust rapidly to new situations warranting attention and resolution. Invests in continually shaping and developing the team, inspiring increasing commitment, work effort and the desire to stay with the organization for the long term. Effectively manages a small team with diverse types of employees.
- **Project Management** – An experienced team leader with ability to influence and delegate, initiate and manage cross-functional teams and multi-disciplinary projects. Strong critical thinking, decision making and problem-solving skills. Ability to meet deadlines while remaining efficient under pressure.
- **Collaboration and Negotiation** – Has an honest, open, and consistent approach to working with others and possesses strong relationship and interpersonal skills. A champion at relationship building, developing, maintaining and enhancing partnerships and strategic alliances, and obtaining stakeholder agreement.
- **Communication Skills** – Ability to interpret, report, provide, advise and guide on a variety of complex matters pertaining to the Village. Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well. Possesses superior presentation skills.
- **Financial and Risk Management** – Senior managerial experience in finance and risk management; significant experience with capital and operating budget development and management; ability to manage the financial performance of the department; experience overseeing expenditures within approved budgets and taking corrective action if required.

Qualifications

- Post-secondary education related to Public Works administration, Project Management or Governance Administration.
- 5 to 10 years' related experience involving Public Works, municipal infrastructure, project management and supervision of staff, preferably in a unionized municipal setting.
- Working knowledge of computer/technology applications including GIS and SCADA.
- Driver's License valid in British Columbia and satisfactory Driver's Abstract.