

Assistant Manager, Operations

Location: Public Works Workshop, Pemberton
Full-time, Permanent position

Definition:

Responsible for planning and directing the day-to-day activities of the Public Works Crew, assisting with the oversight of contractors and capital projects, and bringing innovative and organizational leadership to the Operations team.

Responsibilities:

- Coordinate the maintenance, repair, and construction of the Village's roads, sidewalks, water, sewer, stormwater, parks, and other infrastructure
- Ensure regular and preventative maintenance is carried out for fleet vehicles and municipal facilities
- Support Public Works crew in daily duties and responsibilities
- Implementation and creation of processes to increase efficiency
- Support preparation and monitoring of departmental budget
- Prepare and maintain records, statistics, and departmental correspondence
- Respond to Customer Service Requests and public inquiries related to Operations
- Approve public notices and letters to residents or businesses regarding service interruptions, bylaw infractions or other issues related to Village infrastructure and maintenance
- Oversee work performed by contractors and conduct Contractor Safety Orientations
- Liaise with Development Engineers and inspect infrastructure installation (i.e: subdivisions)
- Identify and recommend projects for preventative maintenance and improvement of infrastructure
- Sign off on parts sourcing, purchase orders, submission of invoices for payment and reconciliation of expenditures
- Participate in long-term planning
- Assist in compilation of Requests for Proposals and grant applications
- Establish and maintain effective relationships with other departments, agencies, First Nations, community groups, property owners and the public
- Other duties as assigned

Leadership:

- Provide direct supervision, training and coaching to the Public Works crew
- Facilitate crew meetings and pre-job hazard assessments
- Schedule the crew and approve timesheets
- Identify areas where additional training is required and manage training requests
- Participate in the hiring and performance evaluations process
- Support the administration of Performance Agreements, recommend and help implement progressive discipline actions when necessary
- Support the HR Coordinator to ensure all Occupational Health and Safety requirements are met
- Ensure employees adhere to the Village's policies and procedures
- Other duties as assigned

Skills and Experience:

- Minimum of 3 years' experience in a related role required
- Minimum of 5 years' supervisory/management experience required
- Proficiency in Microsoft Office Suite, AutoCAD and other relevant software
- Superior verbal communications and customer service skills
- Minimum of 3 years' Local Government experience preferred
- Strong knowledge of utilities, water distribution and wastewater operations
- Strong knowledge of facility and infrastructure maintenance
- Strong knowledge of the Pemberton area
- Proven experience with project management
- Ability to read and interpret engineering drawings
- Knowledge of Occupational Health and Safety legislation
- Experience with Labour Relations in a unionized setting an asset
- Ability to multitask and manage multiple concurrent deadlines
- Extremely organized, detail oriented, and familiar with record management
- Class 5 Driver's License and satisfactory Driver's Abstract required

Emergency Operations Responsibilities:

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.