

## JOB POSTING

<b>POSITION:</b>	Manager, Public Works (Exempt)
<b>TERM:</b>	Temporary, Full- Time; 6-Month Contract (Possibility for contract extension/ permanent position after first 6-months)
<b>DEPARTMENT:</b>	Public Works
<b>SALARY:</b>	\$80,000 to \$90,000 per annum (Commensurate with qualifications and experience)
<b>ENTITLEMENTS:</b>	Plus 6% in lieu of benefits Fifteen days vacation for first year, pro-rated Housing available at discounted rate Relocation expense reimbursement for the right candidate
<b>POSTING DATE:</b>	September 14, 2022
<b>CLOSING DATE:</b>	Open Until Filled

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### JOB SUMMARY

Reporting to the Director of Engineering Services, the Manager of Public Works will align and foster a positive team culture and position the department to meet operational objectives.

In this role, you will be responsible for leading the day-to-day operations of the Public Works department, staffing, training & development, and the health and safety of the team.

You will oversee the District's infrastructure, deploy work plans, manage contracts, and ensure compliance with government regulations, District Bylaws and policies, the health and safety program and other relevant legislation.

This includes providing management in the areas of municipal water distribution, water treatment, wastewater treatment, storm water collection, facilities, roads, sidewalks, streetlights, and fleet.

In addition, you will shape key operational priorities for the department and develop operational plans and strategies based on Council's direction.

With your strong communication and interpersonal skills, you will build relationships with various internal and external stakeholders and collaborate cross-functionally to plan for a sustainable future and solve complex challenges.

### JOB DESCRIPTION

#### Principle Responsibilities

- Provides an experienced and technical level of knowledge to support the team in the operations and upkeep of the portfolios of municipal water distribution, water treatment, wastewater treatment, storm water collection, facilities, roads, sidewalks, streetlights and fleet;
- Provides leadership to develop and retain highly competent, customer service-oriented team members through selection, compensation, training, and day-to-day best management practices which support the District's missions and values;
- Responsible for the creation, advancement, and oversight of the District's maintenance program by using Citywide to maintenance schedules, manage routines, manage the completion of work, and ensure completion of maintenance work orders;
- Leads by example with their communication style by responding to all communications in a timely, courteous, and professional manner and promotes the development of communication standards within the Public Works team;

- Ensures 100% safety compliance within the Public Works Department by following all Occupational Health and Safety protocols and maintains an active leadership role in the Districts OH&S program;
- Maintains a leadership role in the review and design for major capital works related to the Public Works departments areas of responsibility and will represent those departments as the owner of capital works projects;
- Assists the Director to plan, organize, control, and evaluate the work of the Public Works Department to ensure that municipal street infrastructure, water systems, sewerage, drainage systems, streetlights, facilities, and all fleet are inspected regularly and operated in a safe and efficient manner;
- Establishes and maintains co-operative and effective cross-functional working relationships with other department managers and staff, consultants, contractors, utility companies, federal, provincial, and local government agencies, and the public to support the achievement of District goals;
- Other duties as required;

### **Knowledge, Skills and Abilities**

- Proven people leadership skills with the ability to engage and motivate a diverse team
- An expert in the areas municipal water distribution, water treatment, wastewater treatment, storm water collection, facilities, roads, sidewalks, streetlights and fleet
- Demonstrates a safety mindset and ability to foster a safety culture
- Demonstrate critical thinking and sound professional judgement when solving complex issues and managing resources
- Proficient computer skills including experience with Microsoft Office suite, GIS, databases and other software to produce a variety of charts and reports, tracking, analysis and statistics

### **Qualifications**

- A civil engineering degree or diploma from a recognized post-secondary institution and 5 years' progressive managerial experience, or;
- A Journeyman trade from a recognized post-secondary institution and 5-10 years' progressive managerial experience. Preference will be given to trade certificates in the following disciplines: millwright, pipefitter, plumber, gasfitter, process operator, and;
- Preference will be given to candidates with successful completion of Level 2 of the Public Works Supervisor Program from the Canadian Public Works Association of British Columbia;
- A minimum of 5 years' recent related municipal experience is an asset
- 5 years of progressive leadership/management experience preferably in a unionized and/or local government setting;
- A valid Class 5 B.C. Driver's License and satisfactory driving record;
- An equivalent combination of experience, education and training may be considered.

All Employees with the District of Ucluelet must submit a RCMP Criminal Records check.

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**Qualified applicants please apply by sending your resume and cover letter including references to:**

Samantha McCullough, Executive Assistant  
District of Ucluelet  
Box 999, 200 Main Street, Ucluelet, BC V0R 3A0  
[careers@ucluelet.ca](mailto:careers@ucluelet.ca) 250 726 7744

*The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.*