



# District of Port Edward

## Manager, Public Works

### Exempt Position

The District of Port Edward is offering a career opportunity for a team player who would like to work in a small staff environment. The District of Port Edward is a small community of 500 people that is situated 15 kilometers from the City of Prince Rupert on the beautiful Pacific North Coast.

The Manager, Public Works reports to the Chief Administrative Officer and is responsible for the effective delivery of operations and maintenance functions for the District including water, sewer, fleet, solid waste, roads, parks, lawn maintenance and facilities. In addition to this function, the Manager will act as the District's Building Official and will perform some Bylaw Officer duties. The successful candidate will be driven and have excellent communication skills and a demonstrated ability to effectively manage people and construction projects. The role will require experience operating and maintaining infrastructure, preferably in a municipal setting but comparable experience will be considered. This position requires regular interaction with the public in a variety of capacities, requiring excellent customer service and interpersonal skills. This position has four direct reports as well as other term, casual or summer student positions as required and will be required to participate in on-call rotations.

#### **General Responsibilities and Duties**

##### *Lead Public Works Operations and Maintenance*

The Manager, Public Works will lead by example, overseeing our small but efficient crew to provide excellent services to the District of Port Edward. The Manager will prioritize, and be guided by the District's existing operations and maintenance plans for excellent service delivery and management of our public assets. Creating and implementing Standard Operating Procedures for District utilities will be a core task upon starting in this position as will implementing program parameters to work towards COR Safety Certification. The Manager will have a proven ability to exercise good judgement in challenging situations and will be required to interact with the public, addressing and resolving customer complaints related to municipal services and infrastructure.

##### *Human Resources Management and Training*

The Manager, Public Works will direct the Public Works Department and will be a coach, mentor and leader to our small crew. The Manager will be responsible for departmental staff development, training and succession planning. The District promotes a culture of safety and the Manager will oversee the Public Works Training Plan and professional development budget and ensure all required training is kept up to date for the crew; The successful candidate will have a track record of contributing to positive workplace culture, leading productive work teams and handling discipline with tact.

##### *Operational Budget Management*

The Manager will be responsible for preparing and overseeing the annual Public Works budget as well as procurement for the department—they will work closely with the CAO and Director of Finance in this regard and will oversee capital projects. The Manager will be required to periodically attend evening Council meetings and will be required to hold information in confidence as presented *in camera*.

#### **Key Competencies**

Strong leadership ability with proven track record of motivating, coaching, mentoring and building teams  
Excellent written and verbal communication skills  
A proven strategic and innovative thinker  
A strong problem solver  
Excellent customer service skills  
Results orientation

#### **Qualifications**

Certification in wastewater collection and treatment  
Certification in water distribution and treatment

Civil Technologist Diploma or equivalent or combination of training and civil experience may be considered  
More than 5 years of management and leadership experience in a unionized environment  
Demonstrated technical literacy and proficiency in using a variety of computer programs including Microsoft Office, mapping and design software relevant to civil projects  
A good understanding of building construction and maintenance and willingness to take additional Building Official training  
Valid BC Drivers Licence with Trailer and Air Brakes Endorsement  
A RCMP Criminal Record Check and Driver's Abstract will be required

Qualified applicants are requested to forward their resume with three references to the undersigned by 4:30 p.m. on April 9, 2021.

Lorraine Page  
District of Port Edward  
PO Box 1100  
Port Edward, BC, V0V 1G0  
Fax: 250-628-9225  
email: [lp@portEdward.ca](mailto:lp@portEdward.ca)

We thank those persons in advance who submit applications, however, only those selected for an interview will be contacted.