

District of Hudson's Hope



Public Works Manager

The District of Hudson's Hope is a picturesque and vibrant community situated on the banks of the Peace River in the foothills of the Rockies. With a population of approximately 1,100, the community provides a relaxed lifestyle and offers many recreational opportunities.

The District has recently completed the recruitment for a Director of Public Works and are now in the process of solidifying the department by recruiting a Public Works Manager. This new position will report to the Director and support the planning, organization, and integration of the District's public works, utilities and facilities. The Public Works Manager will also be responsible for the District's Occupational Health and Safety Program.

This position requires a technically strong individual who is capable of communicating effectively with employees, residents, customers and other stakeholders. The successful candidate will also possess demonstrated leadership skills in effective service delivery by keeping a balance between social, economic and environmental considerations.

Salary will be commensurate with qualifications and experience. A comprehensive benefits package and relocation assistance will be provided as required. The District thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Applications with a detailed résumé of work experience, education and qualifications will be received at the municipal office until **4:30 p.m., Friday, November 30, 2018**. If any clarification is required, please contact.

District of Hudson's Hope
9904 Dudley Drive, PO Box 330
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PUBLIC WORKS MANAGER - JOB DESCRIPTION 2018

POSITION: PUBLIC WORKS MANAGER

CLASSIFICATION: MANAGEMENT

REPORTS TO: DIRECTOR OF PUBLIC WORKS

POSITION SUMMARY:

Reporting to the Director of Public Works, the Public Works Manager provides support to the Director of Public Works with the planning, organization, direction and integration of the District's public works, utilities and facilities. This includes providing advice in the areas of engineering, municipal water distribution, wastewater and storm water collection, water and wastewater treatment, street, building and landscape maintenance. Other responsibilities will include assisting the Director with policy development, program planning, fiscal management, and administration.

The Public Works Manager will also be responsible for the District's Occupational Health and Safety plan.

JOB DUTIES:

- ✓ Assists the Director to plan, organize, control, integrate and evaluate the work of the Public Works Department to ensure that municipal street infrastructure, water systems, sewerage, drainage systems, streetlights, garbage collection, parks and recreational areas and municipal property are inspected regularly and operated in a safe and efficient manner.
- ✓ Assists the Director to organize, direct and evaluate the performance of assigned staff.
- ✓ Supervises Public Works, utilities and facilities staff at their site of work to ensure compliance and effective, efficient and economical work ethics (80% of the day is in the field, supervising).
- ✓ Regularly monitors performance and provides coaching for performance improvement and development.
- ✓ Provides recommendations to the Director in regards to any disciplinary action, up to but not including termination, to address performance deficiencies, in accordance with the District's personnel rules and policies.
- ✓ Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day best management practices which support the District's missions and values.
- ✓ Works with the Director to integrate the efforts and results of staff engaged in the maintenance and repair of the District's public works, water distribution, sewer and wastewater collection system, water and wastewater treatment infrastructure.
- ✓ Work with the Director to oversee the work for municipal construction and maintenance projects including any contractors so engaged and solicits advice from consulting engineers for the resolution of difficult problems.
- ✓ Reviews and contractor's performance and provide advice to the Director of any issues or concerns.



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- ✓ Assist with the development of specifications and bid documents for a variety of public works, public utilities, and facilities related designs, construction and maintenance projects.
- ✓ Works with the Director to monitor work performance against the annual department budget.
- ✓ Assist the Director with the annual operating and capital budget preparation, and preparation of multi year capital plan.
- ✓ Attends council and council committee meetings as a technical resource if necessary.
- ✓ Administers the occupational health and safety program and safety orientation program for all new employees and refresher training for the existing staff to ensure compliance with legislative requirements of the municipality and workers' compensation legislation and regulations.
- ✓ Organizes safety training for staff as required.
- ✓ Assists the Director with subdivision site inspections, and acceptance of new subdivision.
- ✓ Assists the Director with the development of a Preventative Maintenance program.
- ✓ Assists the Director with efforts related to Asset Management, as-built drawing management, and documentation
- ✓ Undertakes related duties and special projects as required.

NOTE: The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally or temporarily to be performed.

The incumbent may encounter information associated with the privacy of individuals or that is sensitive in nature; accordingly, confidentiality must be maintained at all times.

REQUIREMENTS:

- ✓ Secondary school graduation.
- ✓ Minimum of five (5) years experience in local government with at least three (3) years previous supervisory experience in a public works environment.
- ✓ Computer literacy with word processing, spreadsheets and databases.
- ✓ *Preferably*, holding the following valid certificates from the Environmental Operators Certification Program: Municipal Wastewater Treatment (Level I); Wastewater Collection (Level II); Water Distribution (Level II) and Water Treatment (Level II).
- ✓ Valid BC Driver's Licence (minimum Class 5).



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- ✓ Thorough knowledge and experience in the application of the Occupational Health and Safety Regulations affecting municipal operations.
- ✓ Strong working knowledge of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
- ✓ Strong working knowledge of all applicable federal, provincial and local laws, codes and regulations governing the administration of public works and utilities functions and activities.
- ✓ Strong working knowledge of theory, principles, practices and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities and facilities maintenance functions.
- ✓ Thorough knowledge of the operation and maintenance of municipal infrastructure, including parks and recreation facilities, especially in the area of public health and environmental protection.
- ✓ To plan, organize, supervise and coordinate the work of the municipal works staff in a wide variety of maintenance and repair projects.
- ✓ To establish and maintain harmonious working relationships with municipal staff, the public, Council and senior levels of government.
- ✓ To analyze statistical data and physical conditions and able to prepare cost estimates, reports, policies and procedures.
- ✓ Resourcefulness when faced with an emergency situation and able to organize the appropriate response given the capabilities or limitations of equipment and volunteers, and to recognize the impact of external factors.
- ✓ To work independently and as a member of a team, and able to delegate and supervise employees, volunteers, subordinates or contractors under his/her supervision.
- ✓ Strong understanding and commitment to customer service and public relations, and able to communicate effectively both verbally and in writing, and to deal with others effectively and tactfully.
- ✓ Evenings and weekends may be required.