



**HUDSON'S
HOPE**
PLAYGROUND OF THE PEACE

9904 Dudley Drive
Hudson's Hope BC
Telephone: 250-783-9901
Fax:250-783-5741

DIRECTOR OF PUBLIC WORKS & ENGINEERING

DEPARTMENT:	Public Works
POSTING DATE:	April 16, 2024
CLOSING DATE:	Until Filled
SALARY:	\$120,000 - \$135,000
HOURS OF WORK:	35 hours per week

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 1,000, the community provides a relaxed lifestyle and offers many recreational opportunities. If you are a seasoned professional who gets excited about leading and inspiring an organization to meet its strategic goals and looks at barriers as opportunities for innovation or improvement, we would like to discuss this opportunity with you! If you have proven communication, leadership and problem-solving skills and an ability to build effective relationships with key stakeholders in a municipal or public sector setting, have held progressively more senior roles and possess a strong Engineering, you may be just the individual we are looking for.

Reporting to the Chief Administrative Officer, the Director of Public Works is responsible for the administrative work in directing and supervising all divisions of the Public Works Department which include operation/maintenance of streets, water & sewer distribution, water & wastewater plant, building maintenance, campgrounds, and landscape. Other responsibilities will include policy development, program planning, fiscal management and administration of the District's public works, recreation events, water distribution and treatment, wastewater collection and treatment.

As the ideal candidate you will have:

- Preference will be given to applicants with a bachelor's degree in engineering, engineering sciences, construction management, public administration, or closely related field, from an institution accredited in Canada with five (5) years of management and supervisory experience in the Public Works field.
- Applicants with less education but extensive relevant work experience will also be considered.
- Experience in construction, operation and maintenance of public works infrastructures, administrative ability; and supervisory experience, skilled in public presentations, coordination, and negotiations.
- 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.
- Proficient with Microsoft Office including Word, Excel, PowerPoint, and Outlook.

- Strong communication skills both oral and written.
- Experience balancing Council demands and directives with existing priorities and available resources.
- Political astuteness
- A passion for growing, developing, and empowering staff.
- A proven history of positively influencing a wide range of superiors, employees, and stakeholders.
- The incumbent of this position shall be a creative and strategic leader of high integrity who embraces a customer service philosophy.
- Valid BC Driver's Licence (minimum Class 5).
- Been recognized as a catalyst for positive change within the workplace bringing enlightened executive leadership as well as strategic focus to existing operations.
- A good sense of humour.

This is an exceptional opportunity to impact and shape the future of the District of Hudson's Hope by joining a committed team of like-minded leaders. Candidates are invited to submit their resume in confidence quoting assignment DHH 2024 to grantsmith@waterhousesearch.com.

For additional information, please contact Grant Smith at (604)-806-7715.

Resume review will begin on May 1, 2024.

We sincerely thank all candidates for their interest, however only those selected for an interview will be contacted.



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DIRECTOR OF PUBLIC WORKS & ENGINEERING

JOB DESCRIPTION

POSITION:	DIRECTOR OF PUBLIC WORKS & ENGINEERING
CLASSIFICATION:	MANAGEMENT
REPORTS TO:	CHIEF ADMINISTRATIVE OFFICER

POSITION SUMMARY:

Reporting to the Chief Administrative Officer (CAO), the Director of Public Works and Engineering will be a key member of the senior management team and will play a pivotal role in shaping the infrastructure of our community. Leading the operations and administration of the Public Works and Engineering Department, the Director will establish departmental policies, procedures, and regulations, and assist in necessary budgeting and oversight of employees operating and maintaining the District's Public Works infrastructure assets and facilities.

Additional responsibilities include coordinating the design and construction of District infrastructure projects, ensuring both public and private construction plans are compliant with federal, provincial, and local standards and regulations, and representing the District's interests in plans, programs, and major projects in discussion and coordination with the public, consultants, contractors, and other governmental agencies.

Under general supervision, you will coordinate all functions related to the District's public works divisions, including streets, solid waste collection and disposal, water, wastewater, buildings, campgrounds, groundskeeping, fleet, and recreational events.

JOB DUTIES:

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, coaching, disciplining, and completing employee performance appraisals.
- Coordinates, assigns, and reviews work and establishes work schedules; maintains standards; monitors the status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Monitors, inspects, and directs the District's public works projects; coordinates activities with the contractors and other external consultants.
- Monitors, evaluates, and plans the District's water and sewer operations, projects, and work activities; directs and coordinates with the water and wastewater operators.

- Manages all public infrastructure maintenance activities; provides technical guidance and expertise to engineers and other professionals; ensures compliance with plans and specs and all applicable standards.
- Receives and responds to complaints, problems, and inquiries by citizens.
- Represents the District of Hudson's Hope in various settings, including local community leadership meetings and meetings with contractors, vendors, and developers.
- Drafts and presents Public Works and Facilities reports for the Mayor and District Council.
- Directs purchasing of necessary supplies, equipment, and services to maintain all departmental functions; reviews and approves payment requests and invoices from contractors, vendors, and suppliers; develops bid specifications, receives bids, and recommends bid awards to the District Council.
- Stays informed of changes to laws and regulations and implements industry standards and best practices to ensure safe, effective, and efficient service delivery and industry standards.
- Regularly reviews department facilities, services, policies, and procedures to ensure compliance with EOCP, regulations, and permits.
- Engages with professional organizations to connect with industry peers and stay abreast of industry trends.
- Develops and implements plans and programs, policies, and long and short-term goals, including the department's capital improvement plan, asset management plan, inventory control program, work order management system, and budget preparation.
- Administers the occupational health and safety program to ensure compliance with the municipality's legislative requirements and workers' compensation legislation and regulations.
- Regularly informs the CAO and District Council on department matters.
- Represents the employer as a member of the Collective Agreement's Bargaining Committee and the Labour Management Committee.
- Determines the availability of grants, subsidies, and other forms of funding and ensures that eligibility, scheduling/timing, and implementation requirements are fulfilled.
- Maintain confidentiality.
- Perform other duties as assigned.
- In the event of an emergency, this position may be required to participate as a member of the Emergency Operations Centre.

Work Environment:

The job is performed in both office and outdoor environments, where there is frequent exposure to noise, dust, fumes, chemicals, extreme weather conditions, and close proximity to mechanical/electrical hazards. Position may require the following abilities: Stand, sit, and walk for extended periods of time; regularly lift, carry, push, pull, or otherwise move items weighing up to 50 pounds; seeing, speaking, and hearing necessary to issue and follow oral and written instructions; working in confined spaces; working at elevated heights; climbing, reaching above shoulder level, using hand(s) for simple or firm grasping, bending, stooping, kneeling; reading a computer screen; depth perception; color vision.

REQUIREMENTS:

- Preference will be given to applicants with a bachelor's degree in engineering, engineering sciences, construction management, public administration, or a closely related field from an institution accredited in Canada and five (5) years of management and supervisory experience in the Public Works field. This position offers a unique opportunity for professional growth and development, allowing you to further enhance your skills and expertise in the field.
- Experience in construction, operation, and maintenance of public works infrastructures; administrative ability; supervisory experience; skilled in public presentations, coordination, and negotiations.
- Clear, current criminal record check.

DESIRED SKILLS AND EXPERIENCE:

- Proficiency in geographic information systems and computer-aided design.
- A valid Occupational First Aid, Level 1 certificate.
- 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).
- Knowledge and experience in applying the Occupational Health and Safety Regulations affecting municipal operations.
- Strong working knowledge of the principles and practices of public administration, including budgeting, purchasing, and maintaining 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, public works, utilities, and facilities maintenance functions.
- Thorough knowledge of municipal infrastructure operation and maintenance, including parks and recreation facilities, especially in public health and environmental protection.
- Ability to establish and maintain harmonious working relationships with municipal staff, the public, Council, and senior levels of government.
- Ability to analyze statistical data and physical conditions and prepare cost estimates, reports, policies, and procedures.
- Resourcefulness when faced with an emergency, ability to organize the appropriate response given the capabilities or limitations of equipment and volunteers, and recognition of the impact of external factors.
- Ability to work independently and as a member of a team, and ability to delegate and supervise employees, volunteers, subordinates, or contractors under their supervision.
- Strong understanding and commitment to customer service and public relations.
- Able to communicate effectively verbally and in writing and deal with others effectively and tactfully.
- Evenings and weekends may be required.