

DEPARTMENT:	Electrical Operations	STATUS:	Regular Full-Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$157,591 – \$173,791 annually plus comprehensive benefits package

Main Purpose and Function

The Deputy Director of Electrical Services is part of the Department's leadership team and provides senior level support and direction to all Managers. The Deputy Director works in partnership with the Director to provide clear vision and support to the Electric Utility as a whole and is accountable for achieving departmental outcomes and managing risk across a broad set of priorities related to Capital Planning and Project Delivery, Asset Management, Climate Resiliency and Adaptation, Emergency Management, Safety and Operations.

Key Accountabilities

- Actively participates in, and sometimes leads, the formulation of Departmental policy, procedures, and strategic plans.
- Responsible for the preparation of a variety of technical and administrative reports, strategies, correspondence, studies, programs, and related material.
- Assists in providing strategic direction, advice, and information on matters related to departmental operations and programs.
- Prepares reports and presentations to Council, task forces, advisory committees, and a variety of other community interests and authorities.
- Coordinates the Department's capital planning and project delivery function; consults with Departmental technical staff, the Finance Department and senior management to seek input on programs, projects and issues with City-wide strategic implications.
- Provides support and leadership on project management best practice, risk management, stakeholder management, quality management, and document control.
- Prepares multi-year business plans, including 5 year financial plans and annual budgets;
- Leads or participates in departmental initiatives such as development of performance measures and strategic planning.
- Manages reporting staff, including scheduling, assigning and reviewing work, coaching and developing, performance management, recruitment and retention activity, and other people management practices.
- Participates in a wide range of Department, City and inter-jurisdictional meetings or committees. Prepares reports and delivers presentations, making recommendations for appropriate action based on sound decision analysis.
- Performs related duties in keeping with the purpose and accountabilities of the job.

Technical Requirements

The technical requirements for this job would typically be acquired through a degree in Engineering or a related discipline, combined with extensive related local government work experience, and progressive supervisory, team leadership, and administrative experience, or an equivalent combination of education and experience.

- Extensive knowledge of the concepts, practices and techniques of the operational functions within an electrical utility or engineering organization, including infrastructure planning and project delivery, financial planning, and strategic asset management.
- Knowledge of the relevant legislation, bylaws, regulations, rules and policies related to the work.

- Good knowledge of, and demonstrated ability to work with, civic, provincial, and federal levels of government.
- Well-developed planning and coordination skills to coordinate the department's operations and integrate work with City strategic priorities.
- Excellent communication and interpersonal skills to establish and maintain effective working relationships across internal and external contacts.
- Working knowledge of methods and processes involved with collating, preparing and analyzing data to support strategic forecasting.
- Effective problem-solving and decision-analysis skills to support resource allocation and determine priorities.
- Demonstrated people leadership skills and experience supervising the work of professional, technical and administrative staff.
- Registered Professional Engineer in good standing.

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To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*