

Director of Operations – Permanent Full-time (Exempt)

Organization: Village of Lions Bay

Location: Lions Bay, BC

About Us: At the Village of Lions Bay, we are committed to delivering first-class service and services to our community. We strive for excellence in everything we do, and we seek individuals who share our passion for providing exceptional service and contributing to our exceptional team.

Job Summary: This position is responsible for the overall asset management of municipal-owned utilities and infrastructure. The incumbent plans and manages municipal operations including water, sewer, solid waste, roads (including signage, drainage, and parking), parks, facilities, and IT. The position also prepares, presents, and manages annual budgets, capital projects, and Council priorities.

Primary Duties and Responsibilities:

Direct and manage unionized technical staff under CUPE 389, including selection, and training, of staff; coaching and managing employee conduct, performance, and attendance; overseeing the safety program; and responding to grievances. Oversee and ensure the quality of work in pursuit of overall program goals.

Oversee the maintenance of Coastal Health Operating Permit Conditions and Water License by the Province of *BC Water Act*

Design and develop programs including the development, management, and implementation of long-range strategic plans; work plans, and budgets; annual maintenance programs; preventative maintenance schedules; managing and developing a small team of unionized EOCP-certified technicians and operators. Identify risks and develop mitigation strategies to minimize any environmental impacts.

Manage capital projects from inception through commissioning, including grant identification and applications, development of requirements, specifications, and program schedules; RFP/tender development; bid evaluation; reporting requirements; general procurement; and overall project management.

Approve expenditures and other transactions in areas of responsibility and take necessary action to protect public funds and assets against loss or waste. Prepare and recommend operational policies; optimize human resource planning, optimize service delivery, and coordinate delivery of maintenance programs and capital projects.

Represent the municipality in relevant matters with other organizations, government agencies, and the public including capital project coordination; liaising with consultants on projects and developers on private developments; responding to public service requests and complaints.

Manage the delivery of utility planning, design, and construction services including conferring with residents and community groups for input regarding proposed service development; approving design or construction changes and informing affected departments; overseeing the maintenance of Coastal Health Operating Permit Conditions and Water License in accordance with the Province of *BC Water Act*; responding to citizen inquiries.

Prepare operational reports and records, technical and business reports for presentations, public responses, internal memos, and other documents.

Participate in meetings of Council, public meetings, and meetings with consultants and contractors as required. Perform other related activities.

Required Knowledge, Skills, and Abilities

- Rules, regulations, and policies applicable to the operations of a municipal utilities department.
- Principles and practices of water and sewer planning, design, and development.
- Techniques, materials, and equipment used in the design, construction, and maintenance of municipal utility services.
- WorkSafe BC regulations.
- Regulatory and governing bodies related to water and sewer utilities works.
- Interpreting, reporting, and providing data and advice on a variety of regulatory and operational matters.
- Thorough knowledge of municipal infrastructure including methods, practices, specifications, and techniques used in the construction, operations, and maintenance of municipal drinking water infrastructure including (but not limited to) dams, water treatment plants, raw water intakes, and pumping stations, transmission mains, aquifer wells, and water distribution piping and fixtures.
- Thorough knowledge of municipal infrastructure including methods, practices, specifications, and techniques used in the construction, operations, and maintenance of municipal sewer infrastructure including (but not limited to) pump stations, transmission piping, and fixtures.
- Sound knowledge of the principles of project management.
- Sound knowledge of current literature, trends, and development in planning, design, and development.
- Asset management processes.
- Microsoft Office; computer skills in accounting software, complex spreadsheets, work order systems, and other related complex data entry and word processing.
- Possession of a dedicated vehicle and a valid Class 5 BC Driver's License with a good driving record.

Ability to:

- Establish and maintain effective working relationships with internal and external stakeholders and communicate tactfully and effectively, both verbally and in writing.
- Plan work, including experience analyzing current practices and making recommendations for change, including measuring and monitoring to ensure best practices.



- Develop and implement training programs.
- Exercise tact, discretion, and sound judgment while dealing with sensitive issues in a political environment.
- Communicate effectively both written and oral. Handle multiple tasks simultaneously while working to a deadline.
- Effectively supervise the work of unionized staff and external consultants.
- Work independently with minimal supervision and direction as part of a collaborative team.
- Work as part of a collaborative team.

Education:

- Post-secondary qualification (engineering designation preferred) in a related field from an accredited and recognized university (e.g., Certified Applied Science Technologist or professional Civil Engineering designation).
- Registration as an Applied Science Technologist with the Applied Science Technologists and Technicians of British Columbia or a Professional Engineer in good standing with the EGBC.
- Certification under the BCWWA.
- Certification in water or wastewater operations through the Environmental Operators Certification Program would be an asset.
- Possession of a valid Class 5 BC Driver's License with a good driving record.

Experience:

A minimum of 7 years of related experience in a managerial or supervisory position in a unionized environment, requiring demonstrated good leadership and supervisory skills, and quantifiable experience in employee relations, planning, project management, and budgeting (BC preferred).

An equivalent combination of education and experience may be considered.

Position Status: Permanent, Full-time (Exempt)
Hours of Work: 40 hours per week
Salary: \$128,000
Closing Date: April 2, 2024, at 4:00 PM

For a more detailed job description, visit our website at:

<https://www.lionsbay.ca/government/employment-contract-opportunities/employment-opportunities>

Interested candidates are invited to submit a cover letter and resume, in confidence, electronically to **Ross Blackwell, CAO** at cao@lionsbay.ca

We thank all applicants for their interest. Please note that only those selected for an interview will be contacted.

The Village of Lions Bay is an equal-opportunity employer. We are committed to diversity and inclusion in the workplace and encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities.