



CAREER OPPORTUNITY

Operations Manager – Public Works

Regular Full-Time (\$103,812.80 - \$119,064.40/annually – 2024 Rates)

Located on the traditional, ancestral and unceded territory of the ləkʷəŋən Peoples, notably the Songhees and Esquimalt Nations, the District of Oak Bay is committed to recognizing and celebrating their historic and ongoing connection to these lands.

Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

The Engineering and Public Works department is currently seeking its next Public Works Operations Manager! Our ideal candidate will bring their extensive Public Works experience, positive approach to work, and is keen to take on this significant role as the next step in their career. If you are results-driven and enjoy seeing the outcomes of your work come to life, consider joining Team Oak Bay and contributing to our collaborative and respectful work environment.

Reporting to the Superintendent of Public Works, the Operations Manager is responsible for supporting and/or directly providing day-to-day operations management of Public Works staff in areas related to engineered projects, municipal construction and rehabilitation, fleet services, waste and recycling, works related to roads, signage, traffic signals, streetlights, water, sanitary and storm sewer. Additional responsibilities include Public Works facilities maintenance, directing and supervising staff through emergencies during regular and unscheduled hours, involvement in performance management, directing and coaching staff, in addition to health and safety.

To be successful in this role, you will have a post-secondary degree or diploma in an engineering related discipline, five years of managerial experience in Public Works and Utilities (applicants with equivalent combinations of training and experience may also be considered), and a valid BC Driver's License. Certification in water and/or wastewater operations through the Environmental Operators Certification Program, training in Leadership, Employee Relations and Local Government Management, Project Management Professional (PMP) Certification, and MMCD Contract Administration Certification are all considered assets.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, employee engagement events, work-life balance, and a staff membership to the weightroom, fitness classes, skating and pool. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

We want to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence, **by 4:30 p.m. on April 15, 2024**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines, in more detail, the key accountabilities and required qualifications.

*We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted.*

The Corporation of the District of Oak Bay

Job Description



Job Title:	OPERATIONS MANAGER – PUBLIC WORKS		
Department:	Engineering & Public Works	Pay Grade:	L2
Area:	Public Works	Position Status:	Regular – Full Time
Location:	Public Works Yard	Position Type:	Exempt
Supervisor:	Superintendent of Public Works	Last Updated:	March 2024

Job Purpose:

This position reports to the Superintendent of Public Works and is responsible for supporting and/or directly provide day-to-day operations management of Public Works staff in areas related to engineered projects, municipal construction and rehabilitation, fleet services, waste and recycling, works related to roads, signage, traffic signals, streetlights, water, sanitary and storm sewer. Responsibilities also include Public Works facilities maintenance, directing and supervising staff through emergencies during regular and unscheduled hours, involvement in performance management, directing and coaching staff and health and safety. The exercise of considerable independent judgement is required within the bounds of approved budgets and departmental priorities.

Duties and Responsibilities:

- Assist the Superintendent in project management and administration of municipal construction projects, which includes but is not limited to roads, sanitary and storm sewer systems, water main systems, sidewalks, traffic signals, streetlights, signage, and municipal drains.
- Assist in the organization and operation of municipal maintenance programs and services in the areas of solid waste pickup, recycling, roads, sanitary and storm sewers, water mains, sidewalks, signage, traffic signals, streetlights, municipal drains, fleet maintenance, leaf pickup, snow/ice removal and special events.
- Ensures consistent application of municipal engineering standards, department policies, practices, procedures, and best practices and recommends updates where required.
- Assists with the development and updating of strategic operational and annual work plans, budgeting, resource utilization and acquisition plans.
- Supervises, directs and motivates staff towards division, department and corporate objectives. Ensures staff adheres to workplace conduct standards.
- Manage work order requests, including the tracking and documentation processes.
- Assist with insurance claim investigations; mitigation measures, tracking and documentation processes.
- Write staff reports and carry out special projects as assigned.
- Responds to public works emergency calls during regular and unscheduled hours. Direct and supervise staff during emergencies.
- Investigate, instigate action and respond to complaints from the public, and other stakeholder inquires, in a timely and sensitive manner.
- Liaises with Engineering on technical issues and scheduling.
- Meets and negotiates with property owners on engineering issues which may be non-routine from both technical and policy points of view.
- Assist in the coordination of training to staff. Provide or facilitate in-house training to staff as necessary.
- Work with staff and regulatory agencies to implement corrective action strategies and plans to deal with non-compliance situations. Ensure that compliance requirements are being met and provides advice as related to regulations.
- Assist with employee recruitment and selection within the section, collective agreement administration and performance management.
- Performs other duties as assigned to meet Public Works goals.

- Acts for the Superintendent when required.

Required Knowledge, Abilities & Skills:

- Strong interpersonal skills and ability to build and maintain effective working relationships. Skill in dealing openly, tactfully and sensitively in a variety of situation. Ability to effectively lead a team and work collaboratively. Deals effectively with disagreements and prevents the escalation of conflict.
- Proven ability to use judgement to resolve complex problems; seeks solutions in alignment with the District’s objectives and values. Ability to develop and revise procedures and plans to address problems and changing situations. Seeks to include staff in decisions that will impact them; works cooperatively to resolve differences of opinion.
- Ability to supervise, coach and guide.
- Extensive technical and practical expertise and thorough knowledge of municipal infrastructure.
- Ability to effectively manage the construction of complex capital projects including an understanding of construction principles and methods.
- Knowledge and experience with wide ranging public works equipment and practices
- Knowledge of water and wastewater systems; operating policies, procedures and planning.
- Knowledge and experience with roads, sidewalk, drainage, utility and other infrastructure maintenance management methodologies and practices.
- Thorough working knowledge of applicable Federal and Provincial legislation and regulations, and Municipal bylaws and practices as they pertain to water and wastewater industry, and environmental management as it relates to water distribution and wastewater collection.
- Proven contract administration and project management skills and excellent attention to detail including troubleshooting. Ability to develop, evaluate, and administer procurement processes and contracts including basic knowledge of law relating to contracts and tendering.
- Ability to prepare clear written reports with recommendations supported by objective analysis. Knowledge of and demonstrated ability in core competencies, including; customer services, communication, teamwork, initiative, self-management, accountability, and motivation.
- Excellent customer service when dealing with members of the public. Ability to deal with others with professionalism, courtesy, tact, while maintaining independence and objectivity.
- Proficiency with standard office applications such as MS Office Suite
- Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector

Qualifications:

- Post-secondary degree or diploma in an Engineering related discipline.
- 5 years managerial experience in Public Works and Utilities; individuals possessing equivalent combinations of training and experience may also be considered.

Required Licenses, Certifications and Registrations

- Possession of a valid British Columbia Class 5 driver’s license.
- Certification in water and/or wastewater operations thorough the Environmental Operators Certification Program is an asset.
- Training in Leadership, Employee Relations and Local Government Management is an asset.
- Project Management Professional (PMP) certification is an asset.
- MMCD Contract Administration certification is an asset.