



The “Natural Place to live, work, play and invest”, the City of Pitt Meadows is a picturesque community of just over 18,000 residents, boasting a small town atmosphere with all the urban amenities, beautiful outdoor environment and a great quality of life, located just one hour east of downtown Vancouver.

ASSISTANT MANAGER OF OPERATIONS (Exempt, Full-time)

The City of Pitt Meadows is looking for an Assistant Manager of Operations to assist in overseeing the comprehensive Public Works operations. This is a unique opportunity to make a significant impact on the safety and wellbeing of our community.

This key member of our management team will provide various support to our Engineering and Operations Department. Reporting to the Manager of Operations, this position plays a crucial role in assisting with municipal operations, supervising maintenance functions, managing staff, and providing excellent customer service to our residents. The successful candidate will bring a demonstrated ability to exercise sound judgement, independent initiative, and action while receiving general guidance from the Manager. They will bring strong administrative, analytical, technical, and interpersonal skills, along with the willingness to respond to emergency conditions outside of business hours.

Key responsibilities include:

Municipal Operations

- Researching, analyzing, monitoring, and reporting on operational aspects. This includes coordinating construction, repair and maintenance of public works systems.
- Understanding diking, equipment, roads, bridges, water, drainage, and sanitary maintenance and repair.
- Ensuring regulatory compliance.
- Conducting inspections and work sites.

People Management

- Delegating and organizing the work of unionized staff.
- Involved in hiring, promoting, progressive discipline, and terminations.
- Conducting performance reviews and providing coaching to motivate staff.

Administrative Duties

- Developing cost estimates, specifications, and recommendation on equipment purchases.
- Administering contracts.

Customer Service

- Investigating and responding to complaints.
- Representing the department and Manager of Operations, when necessary, when liaising with internal and external stakeholders.

Regular working hours are Monday to Friday, 8:00am to 4:00pm. However, a compressed workweek and/or remote work arrangement may be considered.

Qualifications:

- 3-5 years of experience in public works, municipal engineering, or a related field. Demonstrating increasing levels of responsibility and leadership.
- Multiple years of experience in a supervisory or management role.
- A combination of education and experience equivalent to a Diploma Program from an Institute of Technology in an appropriate discipline plus substantial related Municipal engineering, public works, or related construction experience.
- Membership or eligibility for immediate registration as an A.Sc.T.
- Knowledge of EOCP principles in waste water collection and water distribution.
- Experience in unionized setting and project management would be an asset.
- Experience working in a Municipal environment would be an asset.

What We Offer:

- Annual salary range for this position is Band F: \$103,769 - \$115,299.
- Substantial benefits package; including extended health, dental, eye, and paramedical coverage.
- Enrolment in our Municipal Pension Program.
- Progressive programs including a compressed work schedule.
- Opportunity to contribute to the safety and well-being of the community.
- Professional development and training opportunities.
- Free gym membership.
- Free employee parking.
- An excellent opportunity to join a team dedicated to creating a vibrant, sustainable, complete, and livable community!

To apply and view a complete job description visit our [website](#).

Closing date: Sunday, May 5th, 2024 at 11:59pm

Qualified applicants are encouraged to apply immediately, as shortlisting may be conducted during the posting period.

The City of Pitt Meadows is an equal opportunity employer and welcomes applications from all qualified individuals. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Please use the online application feature to submit an application. We encourage any applicant who requires individualized application support or accommodation with respect to the application or interview process to contact our Human Resources team at resumes@pittmeadows.ca.