



DISTRICT OF SAANICH
ENGINEERING
PUBLIC WORKS
SUPPORT SERVICES

SUPPORT SERVICES SUPERVISOR – PUBLIC WORKS

Permanent Full Time

The District of Saanich is seeking an experienced Support Services Supervisor to supervise and administer the delivery of administrative and customer service-related programs for the Public Works Division as well as coordinating Saanich Operations Centre yard, building maintenance, and contractors. Working with Public Works sections, this position undertakes business process reviews and implements recommendations across the Sections.

The Support Services Supervisor will coordinate, develop, and organize administrative systems and procedures, and coordinate the flow of information and documents. The successful candidate will supervise staff, assign and review work, provide orientation and training, and conduct performance evaluations. This position communicates with the public, exchanging technical and operational information over the phone or via email.

Requirements include 2 years in a full-time post-secondary educational program public administration, office administration, or related discipline; 4 years of recent and directly related experience including three years of supervisory experience; successful completion of a supervisory training course; and proficiency in Microsoft office and training or courses in desktop publishing or graphic design applications. Candidates with an equivalent combination of education and experience may be considered.

This is a C.U.P.E. Local 2011 position with a wage of \$42.61 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Thursday, June 20, 2024, quoting competition 24159** to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. We thank all applicants for applying.