

# Employment Opportunity

## **Manager of Public Works**

Engineering and Public Works Department

**Full-Time, Exempt, Permanent**

**February 18, 2025**

The City of Fernie invites applications from qualified, experienced, persons for the full-time, exempt, permanent position of Manager of Public Works.

Reporting to the Director of Engineering and Public Works, the Manager of Public Works is responsible for overseeing both office and field operations, ensuring that the departments functions are managed, maintained, and operated efficiently with minimal disruption or inconvenience to the public.

The ideal candidate will have a degree or diploma in a related technological discipline and experience managing unionized staff.

### **Position Summary**

The Manager of Public Works exhibits a high level of independence and exercises a high degree of initiative, judgment, decision-making and authority in the management and operation of the Public Works department.

As a member of the management team, the successful candidate will have worked in the municipal sector or related area and is best known for their ability to effectively manage operations, assets, and teams or crews, in a cost effective and customer service-oriented manner.

Collaboration, teamwork, leadership, and clear communication skills are imperative to be successful in the role.

### **Duties and Responsibilities:**

- Preparing and implementing work programs for the water, sewer, storm, streets, dike systems, solid waste and other departmental related infrastructure.
- Preparing and managing departmental budgets.
- Taking an active role in leading and managing the department.
- Oversees and facilitates training programs to ensure employees maintain current certifications and possess the necessary skills to effectively fulfill their responsibilities
- Developing daily, weekly, monthly, yearly, and multi-year work plans and objectives for the department.
- Documenting the progress of the department's work programs, project status and statistical updates and analysis.
- Scheduling the workforce to ensure that work is completed efficiently and effectively.

- Updating, amending, developing, and writing corporate policies and bylaws related to department.
- Making recommendations on departmental matters such as equipment, human resource requirements, training and purchasing.
- Actively promotes and exemplifies a strong safety culture by implementing the Safety Management System and fostering continuous safety improvement.
- Ensures compliance with corporate, departmental, and occupational health and safety regulations and programs, both existing and new.
- Collaborating with Health and Safety, Human Resources, and Assistant Manager of Streets and Fleet when required, on various departmental matters.
- Conducting annual evaluations of all department staff.
- Establishes and maintains effective working relationships with consultants, contractors, general public and colleagues.
- Oversees fleet/inventory purchasing for the department.
- Administers snow and ice control program.
- Review and prepare items for stakeholders or Council agendas and workshops. Draft and prepare correspondence, memorandums, and reports on administrative issues and topics.
- Participates and attends Emergency Management training, and other development as required.

## **Supervisory Responsibilities:**

- Leads, mentors and manages the Public Works department
- Manages staffing decisions in the Public Works department, with the Director's and HR's guidance, including but not limited to, assisting with hiring, scheduling, training, supervising, conducting annual evaluations, and coaching for performance.
- Overseeing the work of the department, employee performance management where necessary, administering discipline when required.
- Provides guidance to staff to ensure that a consistent level of excellent service is provided to the public.
- Ensures the safety and security of staff, equipment, facilities, and the public. Maintains active involvement in implementing safe work procedures into the daily activity of the crews.

Organizes the departmental unit and establishes procedures to meet departmental objectives set by senior management

*These key duties are general descriptions of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job*

## **VALUES**

Managers are expected to champion the City of Fernie's Corporate Vision, Mission, and Values, embedding these principles in their leadership approach and team operations to foster a culture of excellence and continuous improvement:

### **Vision**

An inclusive workplace where people are supported, excited and proud.

### **Mission**

Prioritize a healthy and respectful organization that enables quality service delivery.

### **Core Values**

- Safety and Wellness

- Initiative
- Accountability
- Integrity
- Teamwork

## **Required Qualifications**

### **Education and Experience**

- A Diploma or Degree in a related technological discipline and/or Public Works related program/field, AND
- (5) Five years municipal leadership experience in a unionized environment preferably in Public Works.
- Familiarity and understanding of the Municipal Government Act, bylaws, policies and procedures and staying current with legislation changes affecting the departments under the direction of this role.
- Proficient in Excel, Word, and other Office programs.

### **Licenses and Certificates**

- Valid Class 5 BC Driver's License and a safe driving record are required.
- Professional Designation or working toward one.
- Certifications through EOCP will be considered an asset.
- Proven experience in managing human resource functions within a unionized environment is considered an asset
- Local Government Administration Certification or training will be considered an asset

### **Required Skills/Abilities:**

- Strong leadership and supervisory skills in a unionized environment.
- Strategic planning and organizational abilities are essential.
- Strong knowledge of Utilities, Roads and Drainage maintenance and operations.
- Strong knowledge of civil engineering principles, terminology, practices, and techniques.
- Strong communication abilities particularly with report writing and presentations.
- Considerable experience and training in administering a snow and ice control program.
- Experience with budget preparation and resource management.
- Effective leadership skills, with a strong focus on mentoring and motivating employees.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Self-motivated; ability to take initiative, identify and solve problems, and make decisions with limited information, direction or guidance.
- Ability to initiate and model positive change.

### **Work Conditions:**

- Moderate overtime, primarily to address after-hour Public Works emergencies, and periodically for Council Meetings.
- Interaction with employees, management, consultants, constituents, and the public at large.
- Operation of desktop computer and peripherals.
- Working in a busy environment with frequent interruptions.
- Combination of office-based work, as well as field supervision.

## ACKNOWLEDGEMENT

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

The City of Fernie offers competitive benefits and a competitive salary depending on the applicants experience and abilities. The Manager of Public Works, is a full-time (35 hours/week), permanent, Exempt position. The role is comprised of a combination of field supervision and administrative work. Salary bands for this exempt role is considered at a Manager 1-2 level, ranging from \$90,600- \$115,000 per year depending on education, certifications and experience, supplemented with competitive benefits and pension, and will receive the higher benefits between the CUPE Local 2093 and IAFF Local 2827.

Interested applicants are requested to submit a resume and cover letter in pdf format before 12:00PM (MST) **March 24,2025**, to [careers@fernie.ca](mailto:careers@fernie.ca) titled “*Manager of Public Works Application*”:

Dustin Haeusler ASCT  
Director of Engineering and Public Works  
cc: Human Resources  
PO BOX 190, 501-3rd Avenue  
Fernie, BC V0B 1M0

We wish to express our appreciation to all applicants for their interest in applying for this position. However, only candidates selected for an interview will be contacted.

*The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.*