



UTILITIES MANAGER

The City of Duncan invites applications from candidates with the proven skills, qualifications, and abilities for the permanent full-time position of Utilities Manager.

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful, walkable, compact downtown blocks lined with 40 world-renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, world class trails, cultural amenities, and all forms of indoor recreation. This compact city of 5,000 people aims to be one of the most livable small cities in Canada, proudly serving as the economic and cultural heart of the Cowichan Valley. Located in the traditional territory of Cowichan Tribes, Duncan seeks to be welcoming, diverse, creative, environmentally sustainable, and resilient.

Reporting to the Director of Public Works and Engineering, the successful candidate will be responsible for managing and maintaining City utilities infrastructure; the supervision, coordination, and ongoing management of Utilities operations; overseeing selected capital projects, and providing technical assistance to the Public Works department.

Necessary skills and qualifications include:

- Five years' experience in local government utilities, working in a management role and supported by related training in human resource management, project management, risk management, policy development and WorkSafeBC regulations.
- Experience managing personnel within a unionized environment.
- Post-secondary diploma in a field related to utilities, plus three years' prior job-related experience or a combination of training and experience in civil construction works would be an asset.
- Experience working with utilities functions, including water, sanitary sewer, and storm infrastructure and improving service delivery.
- Ability to manage and respond to inquiries and complaints from residents and businesses in a timely manner.
- Ability to successfully deal with multiple priorities and adapt within a dynamic environment.
- Ability to manage complex projects and employees' performance.
- Ability to build positive relationships with people inside and outside the organization.
- Demonstrate flexibility and employ a positive attitude.
- Strong management, motivational, and communications skills.
- Ability to perform all duties under minimal supervision when necessary.
- Ability to prepare reports, tenders, and other written materials.
- Excellent computer skills including word processing and use of spreadsheets.
- Ability to monitor and control costs and schedule work to meet service delivery standards and deadlines.
- Experience in work management systems would be an asset.
- Possession and maintenance of a valid BC Driver's Licence (Class 5); a satisfactory current driver's abstract will be required.

This excluded position offers a wage of \$94,000 to \$116,000 depending on the successful candidate's qualifications and experience. There is additional compensation provided for standby shifts directing after hours emergency work. A detailed job description and required qualifications are available on the City of Duncan website (www.duncan.ca).

To apply, please submit a cover letter and complete resume of experience, qualifications, and three references to the attention of Human Resources at hr@duncan.ca. **This is an open-until-filled position.** Applications will be considered starting on July 15, 2025.

The City of Duncan is committed to being an accessible employer and to the principles of diversity, equity, and inclusion. We aim to remove barriers in the workplace and work with our employees to provide reasonable accommodation where required. If you require accommodation in applying for a posted position, please contact Human Resources at 250-746-6126 or hr@duncan.ca.

We thank all applicants, but only those being considered for interviews will be contacted.