



Director of Operations

Nestled on the banks of the world-renowned Bulkley and Telkwa Rivers, this picturesque, historical village borders Tyhee Lake Provincial Park. Surrounded by snow-capped mountain ranges and a myriad of lakes and streams, Telkwa's spectacular natural setting offers extensive outdoor adventure and recreational opportunities. Whether you love to hike into an alpine lake, raft through whitewater rapids, ski down fresh powder slopes or battle the will of large steelhead, Telkwa has year-round wilderness adventures. We are a village of approximately 1500 people located approximately 10 minutes to the east of Smithers, a regional service, recreational and cultural hub.

Reporting directly to the Chief Administrative Officer, the Director of Operations will be an integral part of the senior management team and will be responsible for planning, organizing, and overseeing day-to-day infrastructure and operational services. You will provide leadership and mentorship to the unionized Public Works team in the provision of services, including: roads, water systems management, parks and recreational facilities, fleets, solid waste management, cemetery, and other municipal operations. In addition, you will be responsible for the development and monitoring of operations and maintenance programs, Occupational Health and Safety, strategic planning for infrastructure and operational services, asset management, performance management, contract administration, departmental budget preparations and monitoring, and ensuring compliance with safety standards, legislative requirements and Village policies and bylaws. The Director of Operations will assume statutory duties of the Village Approving Officer for subdivisions.

The ideal candidate will have significant senior management experience in local government services; will demonstrate strong leadership skills; possess superior verbal and written communications skills; have experience in building inspection processes; possess strong project management skills, and have the ability to maintain effective working relationships with staff, Council, stakeholders, and members of the public. At a minimum, you will have a post-secondary degree or diploma in a related field supported by training in human resource management, project management, local government management, and the application of WorkSafe BC regulations. Comparable work experience and education will be considered.

The successful candidate will have a proven track record of providing leadership, coordination and direction to all areas of responsibility and have the ability to ensure deliverables are completed in a timely, accurate, effective and efficient manner. This position is responsible for development and management of complex projects; capital and operational budgets; preparing and presenting cost estimates, technical, and administrative reports; along with experience in risk management, policy development, and preparation of tenders and proposal calls.

In addition to the appealing lifestyle existing in the region, the Village of Telkwa offers an attractive benefits and remuneration package. This is an exempt position and is part of the senior management team. The wage range will be between \$98,958 - \$100,980 (under review). A full job description can be found at www.telkwa.ca.

Applicants can submit a resume and cover letter detailing their qualifications, along with three relevant references, to the attention of **Debbie Joujan, Chief Administrative Officer**:

E-mail: debbiejoujan@telkwa.ca

Fax: (250) 846-9572

Mail: Box 220, Telkwa, BC, V0J 2X0

Closing date is Friday, January 2, 2026 at 4:00 pm.

Thank you to all interested candidates; however, only those selected for interviews will be contacted.